An Appreciation Gift

***From Your CCCC Foundation!***

## **Advanced Degree Reimbursement Program**

In order to better attract, develop, and retain top employees, the CCCC Foundation continues to provide tuition assistance to current employees to enable them to advance their education. Reimbursement is available for employees up to $1,000 annually to assist with the cost of tuition and fees for courses pursuant to the associate, baccalaureate, masters, and doctoral degrees (as well as to assist employees in earning the necessary hours of study needed to teach in a specific area).  Funds are limited, so please apply soon.

We have also Perkins funds to help CTE faculty (any non-general education faculty) to upgrade their credentials to enhance educational and training opportunities for career and technical education students.  Examples include obtaining a new CTE degree or even a certification that would allow you to better educate/train your students.

The following criteria will be applied to the use of these funds:

* All permanent employees are eligible (i.e. those working 30 or more hours per week and receiving state benefits.)
* The degree/courses must directly benefit the College.
* Only the cost of tuition and fees will be reimbursed; costs for books, travel, etc. will not be covered.
* The participating employee must sign a contract agreeing to continue to work with the College for at least one full year following reimbursement.
* The funds are to be used only for tuition and fees not eligible for funding from other sources such as the NCCCS Baccalaureate Degree Program or the NC Model Teacher Education Consortium Program. (CCCC funds may be used for reimbursement of required co-payments associated with these or similar programs. The Hope Scholarship or other tax related programs are not considered other sources of funding for these purposes.)
* Applications will be invited three times a year for the term about to commence. Funds will be awarded by a committee consisting of the three CCCC vice presidents or their designees. **Reimbursements will be paid at the completion of the courses when both a receipt and a copy of the grades have been submitted.** A grade of C or higher will be required. Documentation for reimbursement must be turned in within 60 days of completing course/s.
* Due to the large number of employees participating in this program, a maximum of $1000 per year may be awarded to each employee if funding permits. The college will only fund a maximum of three terms per year per employee.
* All credits must be earned from a regionally accredited institution.

**Summer 2019**

**Advanced Degree Reimbursement Program Application Form**

Return completed form to Robin Walker at Lee Campus by

**Tuesday, May 28, 2019**

1. **Name**:
2. **Job Title and Location**:
3. **Degree sought**:
4. **College or University Attending**:
5. **Hours already earned toward degree**:       **Hours remaining**:
6. **Name of course(s) for which you are registering this term:**

1. **Estimated tuition and fees requested for reimbursement**:
2. **Long range career plan (Why do you want this degree?):**

1. **How will this degree improve your job performance at CCCC?**

I certify that this information is accurate to the best of my knowledge, and that I will only request reimbursement for tuition and fees not covered by any other form of scholarship, grant, or financial assistance. I also agree to remain employed at CCCC for at least one year after receiving reimbursement. If I should choose to resign before one year has passed, I will repay the full amount of tuition reimbursement received.

Signature of Applicant: Date:

Signature of Applicant’s Supervisor: Date:

Required documents for reimbursement:

At the end of the course submit: 1) your receipt for tuition and fees and 2) a grade report indicating a grade of C or better to Robin Walker to receive your reimbursement.

To the extent permitted by *available funds* this is approved by:

Vice President of Student Learning &

Workforce Development:

Vice President of Administrative Services:

Vice President of Student Affairs: