

APPENDIX C

Tuition/Enrollment Reimbursement Forms

As a classified employee of the District, you have two (2) education benefits:

1. Enrollment fee reimbursement for courses offered at San Bernardino Valley College and Crafton Hills College. This benefit applies to you and your dependents. Dependents include:
 - Spouse or registered domestic partner
 - Child up to age 19
 - Child is between 19 and 25 attending school full-time (9+ units) or are more than 50% financially dependent, unmarried and reside with parent or are away at college.
 - Disabled children over age 19

This benefit has the following restrictions:

- Employee must have completed your probationary period and a year of service
- Employee courses must be taken outside of working hours
- Reimbursement is for enrollment fees only (cost for all units enrolled)
- Can only be used for credit courses
- Must earn a grade of "C" or better
- No prior approval required

To use this benefit, please do the following:

- Once you have completed your probationary period, register for courses, and pay the enrollment fees
- You or your dependent take the course and pass with a "C" or better
- Complete the appropriate **Enrollment Fee Reimbursement** form (found on the following pages, there is one for the employee and another one for dependents) and provide proof of payment of fees and successful completion of courses
- Get reimbursed for enrollment fees

2. 80% Tuition cost reimbursement for courses completed outside of the District. This benefit can be used at any educational institution and has the following restrictions:

- For the employee only after completing probationary period and a year of service
- Reimbursement is based on the cost of the University of California (UC) system. This means that you can take courses at any institution and be reimbursed up to what it would have cost at the UC
- Must earn a grade of "C" or better
- Must have management approval before course begins (use the Course Approval Form on the next page)

To use this benefit, please do the following:

- Once you have completed your probationary period, complete the **Course Approval** Form on the next page and have it approved by your supervisor and ~~Chancellor~~ **the Office of Human Resources**
- Once approved, take the course and pass with a "C" or better
- Complete the **Tuition Reimbursement** form (found on the following pages) and provide proof of payment of fees and successful completion of courses

San Bernardino Community College District
 Enrollment Fee Reimbursement Form- CSEA Bargaining Unit Member
 Crafton Hills College/San Bernardino Valley College Courses
 Article 7.4

Employee Name: _____ Social Security Number _____

Classification: _____ Department: _____ Site: _____

Enrollment Fee Reimbursement

The DISTRICT shall reimburse permanent bargaining unit members employed at least twenty hours per week and one year of service for credit courses, excluding community service courses, successfully completed with a grade of "C" or better at either of the two DISTRICT campuses provided all of the following conditions are satisfied:

- All classes must be taken outside of the regular scheduled working hours of the employee.
- Only those classes offered by either of the two DISTRICT campuses shall qualify for fee(s) reimbursement.
- To qualify for enrollment fee(s) reimbursement, an employee must present verification of successful completion of the course and out-of-pocket expense for enrollment fee(s) only.
- Enrollment fee reimbursement shall be limited to the current enrollment fee per semester for each employee.

Ref./Course #	COURSE	UNITS	TERM/DATES	College CHC/SBVC	Enrollment Fees
TOTAL					

I request that my enrollment fee(s) for the courses listed above be reimbursed. I am a permanent bargaining unit member employed by the District at least 20 hours per week. All classes were taken outside of my regular scheduled working hours. I have attached verification of the successful completion of the course with a grade of "C" or better and out-of-pocket expenses for enrollment fee(s) only.

Employee Signature

Date

APPROVED DENIED

Immediate Supervisor Signature

Date

APPROVED DENIED

Chancellor Signature ~~Office of Human Resources Signature~~

Date

San Bernardino Community College District
 Enrollment Fee Reimbursement Form - CSEA Benefit Eligible Dependent
 Crafton Hills College/San Bernardino Valley College Courses
 Article 7.5

Benefit Eligible Dependent Name: _____ School ID#: _____

District Employee Name: _____

Enrollment Fee Reimbursement

The DISTRICT shall reimburse benefit eligible dependents of permanent bargaining unit members employed at least twenty hours per week with one year of service for credit courses, excluding community service courses, successfully completed with a grade of "C" or better at either of the two DISTRICT campuses provided all of the following conditions are satisfied:

- Only those classes offered by either of the two DISTRICT campuses shall qualify for fee reimbursement.
- To qualify for enrollment fee reimbursement, the employee or benefit eligible dependent must present verification of successful completion of the course and out-of-pocket expense for enrollment fee(s) only.
- Enrollment fee reimbursement shall be limited to the current enrollment fee per semester for each benefit eligible dependent.

Ref./Course #	COURSE	UNITS	TERM/DATES	College CHC/SBVC	Enrollment Fees
TOTAL					

I request that my enrollment fee(s) for the courses listed above be reimbursed. I am a benefit eligible dependent of a permanent bargaining unit member employed by the district at least 20 hours per week. I have attached verification of the successfully completed course with a grade of "C" or better and out-of-pocket expenses for enrollment fee(s) only.

 Benefit Eligible Dependent or Employee Signature

APPROVED **DENIED**

 Date

~~Chancellor Signature~~ Office of Human Resources Signature

 Date

San Bernardino Community College District
 Course Approval Form for Tuition Reimbursement
 Outside District – CSEA Bargaining Unit Member
 Article 7.4.6

Employee Name: _____ Last four (4) Social Security Number: _____

Classification: _____ Department: _____ Site: _____

Course Approval

Classified employees on the classified employee salary schedule shall be eligible for 80% tuition cost reimbursement for courses completed outside of the DISTRICT with a grade of “C” or better which pertain to their classified position. Such reimbursement shall be actual costs not to exceed 24 semester units of coursework per year. However, no tuition cost paid by the DISTRICT is to exceed on a per unit basis cost of similar coursework at the University of California.

Only full-time classified employees who have completed their probationary period and a year of service as a classified employee shall be eligible for this benefit.

All outside courses for which a classified employee seeks tuition reimbursement must have prior approval by their immediate supervisor and the Chancellor. If the request by the immediate supervisor is denied, it may be appealed to the President/Vice Chancellor, Fiscal Services.

COLLEGE/UNIVERSITY	COURSE	UNITS	TERMS/DATES	TUITION COST
TOTAL TUITION COST:				

THESE COURSE(S) PERTAIN TO MY CLASSIFIED POSITION IN THE FOLLOWING WAY:

I REQUEST PRIOR APPROVAL FOR TUITION REIMBURSEMENT FOR THE COURSE(S) LISTED ABOVE

Employee Signature

Date

APPROVED **DENIED**

Immediate Supervisor Signature

Date

APPROVED **DENIED**

~~Chancellor Signature~~ **Office of Human Resources Signature**

Date

San Bernardino Community College District
 Tuition Reimbursement Form - Outside District
 CSEA Bargaining Unit Member
 Article 7.4.6

Employee Name: _____ Last four (4) Social Security Number: _____

Classification: _____ Department: _____ Site: _____

Tuition Reimbursement

Classified employees on the classified employee salary schedule shall be eligible for 80% tuition cost reimbursement for courses completed outside of the DISTRICT with a grade of "C" or better which pertain to their classified position. Such reimbursement shall be actual costs not to exceed 24 semester units of coursework per year. However, no tuition cost paid by the DISTRICT is to exceed on a per unit basis cost of similar coursework at the University of California.

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All outside courses for which a classified employee seeks tuition reimbursement must have prior approval by their immediate supervisor and the Chancellor. If the request by the immediate supervisor is denied, it may be appealed to the President/Vice Chancellor, Fiscal Services.

COLLEGE/UNIVERSITY	COURSE	UNITS	TERMS/DATES	TUITION COST
TOTAL TUITION COST:				

Reimbursement Request

I request that my tuition for the approved courses listed above be reimbursed. I have attached verification of successful completion of the course with a grade of "C" or better.

 Employee Signature

 Date

APPROVED **DENIED**

 Immediate Supervisor Signature

 Date