



Adjunct
Tuition Reimbursement
ADVANCED APPROVAL REQUEST

In an effort to support Adjuncts to become HLC qualified in a field/discipline where the College is in need, the following benefit is being offered on a limited basis.

Directions: After approval by your Dean, in consultation with your department chair, submit a copy of this application to Human Resources along with documentation from the college/university demonstrating your educational plan. Applications should be submitted by April 1st or November 1, for the upcoming semesters. Notification of approval/denial will be completed by May or December.

Applications will be considered based on department needs and pending availability of funds. Preference will be given to Master Adjuncts. Once approved, the employee must submit an unofficial transcript showing successful completion to the HR department in order to be reimbursed, up to \$300/credit.

Employee Name: _____ **Date of Hire:** _____

Department: _____ **College/Univ. Attending:** _____

Please list the courses, number of credit hours and semester to be taken.

Course: _____ # of Credit Hours: _____ Semester: _____

Course: _____ # of Credit Hours: _____ Semester: _____

Course: _____ # of Credit Hours: _____ Semester: _____

Upon completion of these classes, the adjunct will be qualified to teach _____

Signed: _____
Supervising Dean

Appropriate Department Chair

I agree to continue my employment for a period of two (2) years following the conclusion of each course covered, or refund the tuition payment on a pro-rated basis. This reimbursement may be taken from my final pay before leaving Jackson College.

Employee Signature

Date

The committee has reviewed and approved the following courses:

Course: _____ # of Credit Hours: _____ Semester: _____

Course: _____ # of Credit Hours: _____ Semester: _____

Vice President of HR

Date



CAREER PLAN

How do you plan to utilize the skills acquired through this coursework within Jackson College?

If you have been approved for tuition reimbursement in the past, how have the courses taken assisted you with your current or desired position?

Department Chair comments of support:

Supervising Dean Signature

Date