



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 1<sup>st</sup> 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**

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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?**

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

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**Department Chair comments of support:**

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**Supervising Dean Signature**

\_\_\_\_\_  
**Date**