



Tuition Reimbursement Form

The purpose of the Tuition Reimbursement Plan is to provide qualified dependents of full-time employees an opportunity to attend classes at KVCC and have 50% (one half) of the tuition refunded upon satisfactory completion of credit classes. Fees are excluded from reimbursement. Individuals may audit classes under this program but the classes must be credit classes. Reimbursement will only be considered for the portion of tuition paid out of pocket by the individual.

An employee's spouse, child, or step-child who qualifies as a dependent under provisions of the Internal Revenue Code may participate in this program. The employee must be employed prior to registration and for the full duration of the class(es). If the employee terminates employment prior to the scheduled conclusion of the class(es), the dependent is disqualified from receiving reimbursement. Tuition must be paid in full before the reimbursement form can be submitted. Satisfactory completion, defined as a grade other than W (withdrawal), I (incomplete), or 0.0 (failing) is required.

Instructions: Submit an approved copy of this form, along with a copy of the grade report, to the Human Resources Office within sixty (60) calendar days following the end of the semester or term in which the class was taken.

Employee		Valley #		Date
Address				
City	State	Zip	<input type="checkbox"/> In District	<input type="checkbox"/> Out of District
Is your dependent eligible under provisions of the Internal Revenue Code?			<input type="checkbox"/> Yes	<input type="checkbox"/> No

List the courses that tuition reimbursement is being requested for:

Term: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Summer			Year:	
CRN #	Course Title	Contact Hours	Student's Name	Student's Valley #

_____ 6211
 Banner Index Account

HUMAN RESOURCES USE ONLY

<input type="checkbox"/> Eligible for Consideration (Employee still full-time employee; student passed course(s))
<input type="checkbox"/> Not Eligible (Employee no longer employed or no longer full-time; student did not pass course(s))

 Human Resources Authorized Signature Date

FINANCIAL SERVICES USE ONLY

<input type="checkbox"/> Eligible (no financial aid received or tuition – specific aid is less than tuition paid)				
<input type="checkbox"/> Not Eligible (tuition – specific aid is equal to or greater than tuition paid)				
Grant/Scholarship Calculation:		Contact Hours	Tuition Rate	Total Tuition
Total Grant/Scholarship Received	\$		\$	\$
Less: Fees Paid for Semester	()	Less Grant/Scholarships Applied to Tuition:		()
Net Grant/Scholarships Applied to Tuition	\$	Net Tuition Paid (After Grant/Scholarships):		
		Total Reimbursement (50% of Net Tuition Paid):		\$

 Financial Services Authorized Signature Date