SUFFOLK COUNTY COMMUNITY COLLEGE

APPLICATION FOR FACULTY/GUILD MEMBER TUITION REIMBURSEMENT

TO: Dean of Instruction, _____ Campus Date: _____

FROM: _____ Social Security No. _____
(Faculty/Guild Member)

I request reimbursement for the tuition to be paid for the following course in which I plan to register.

Course _____ Semester _____ Credit Hours _____

Tuition $ _____

_____
Signature - Faculty/Guild Member

Approved _____ Disapproved _____ Reason: _____

_____

_____
Dean of Instruction - Date

Instructions to Faculty/Guild Member

1. Complete this form in duplicate.
2. Forward both copies to the Dean of Instruction. Both copies will be returned to you.
3. If approved, complete the registration process.
4. At the end of the semester send the original approved copy of this form, a copy of your grade report or transcript, and an expense voucher to your Campus or Central Business Office, as appropriate.

NOTES

1. Reimbursement is for tuition only. No fees are included.
2. The maximum number of reimbursable credits per academic year is 9 (3 per semester).
3. Adjunct faculty members are eligible for tuition reimbursement if:

   Actually employed concurrent with taking a course.

   Scheduled to teach but bumped within one week prior to the start of the semester in which he/she is registered to take a course.

   During the summer if the adjunct was employed in the Spring prior thereto.

4. Adjunct faculty members are not eligible for tuition reimbursement in regard to their dependents.
5. NON-SUFFOLK COUNTY RESIDENTS are liable for non-resident tuition as explained in the College Catalog.

S.C.C.C. #1142