Tuition Reimbursement Programs Check List

FT Administrator/NBF Staff Tuition Reimbursement Requirements (Job Family 110, 413, 415)
1. Please read the Tuition Reimbursement Policy and understand its provisions. Click the blue link to review Policy at: http://www.ccc.edu/departments/Pages/Tuition-Reimbursement.aspx
2. Employee Tuition Reimbursement Application Form must be completed, attached, and submitted to the Office of Human Resources queue no later than 30 days after classes begin.   a. For first time requests, the application must include a brief statement/letter specifying how their degree program or individual course(s) is relevant to their current or probable future work with the City Colleges of Chicago.
3. If your request is not submitted within 30 days after your class begins it will not be considered or may be ineligible for reimbursement.
4. Reimbursement is capped at a maximum of 2 credit courses per semester, quarter or term and Books and fees are not reimbursable.
5. Reimbursement will be granted upon submission of original grade report(s) and proof of payment. Documents must be submitted and in the approval workflow queue no later than 30 days after the scheduled ending date of classes.

6. Funds are limited and available on a first come first served basis each/per fiscal year.
   a. Graduate level reimbursement is limited at a maximum of $4,000 per fiscal year.
   b. Undergraduate level reimbursement is limited at a maximum of$2,000 per fiscal year.

7. Tuition Reimbursement is based on grade and course cost and is processed through the Finance PeopleSoft Travel and Expense Module.
8. Per IRS rules for tuition if any employee exceeds $5250 per calendar year it will become imputed taxable income. Please see Special Notes for additional info.
FT Local 1708 Clerical and Technical Personnel Requirements (Job Family 421 and 431)
1. Please read the Tuition Reimbursement Policy and understand its provisions. Click the blue link to review Policy at: http://www.ccc.edu/departments/Pages/Tuition-Reimbursement.aspx
2. Employee Tuition Reimbursement Application Form must be completed, attached, and submitted to the Office of Human Resources queue no later than 30 days after classes begin.   a. For first time requests, the application must include a brief statement/letter specifying how their degree program or individual course(s) is relevant to their current or probable future work with the City Colleges of Chicago.
3. If your request is not submitted within 30 days after your class begins it will not be considered or may be ineligible for reimbursement.
4. Reimbursement is capped at a maximum of 2 credit courses per semester, quarter or term and Books and fees are not reimbursable.
5. Reimbursement will be granted upon submission of original grade report(s) and proof of payment. Documents must be submitted and in the Office of Human Resources queue no later than 30 days after the scheduled ending date of classes.
6. Please be aware the availability of funds, which are limited and available on a first come first served basis each/per fiscal year.   a. Pre-authorization allowance reimbursement is up to $1,000 for all level courses.

7. Tuition Reimbursement is based on grade and course cost and is processed through the Finance PeopleSoft Travel and Expense Module.

FT Local 1600 Faculty & Training Specialists Requirement (Job Family 301, 302, 303, 321)

1. Employee application form must be submitted to the Local 1600 Union Committee for review and recommendation approval.
   a. Application must include and/or attach a brief statement/letter specifying their conference, degree program or individual course(s) is relevant to their current job or probable future job is beneficial to City Colleges of Chicago.
   b. Each college committee will select a representative that will review and approve all 1600 union PeopleSoft (PS) T&E online requests.
   c. Each college will provide AP with the 1600 union committee representative's name and title in order to be added into the PS T&E Module approval workflow.
   d. If a committee representative leaves or changes anytime during the course of the year or the next fiscal year the current committee must notify AP of the change in order to update and keep our system current. Also this will assist and minimize approval delays.
2. Employee application form with all the required documentation must be attached to your online electronic Travel Authorization request and be in the President queue no later than 30 days after class begins.
3. If your request is not submitted within the allotted time it will not be considered or may be ineligible for reimbursement.
4. Expense allowances include tuition, course fees, course books, course supplies—and membership in professional organizations. (Professional membership reimbursement request requires an additional form).
5. Please read the union contract and CCC Travel and Expense Reimbursement policy as stated and understand its provisions. Click the blue link to review policy at: http://www.ccc.edu/menu/Pages/Union-Contracts.aspx
6. Original grade report and proof of payment must be submitted and in the HR Benefit Manager or Designee queue no later than 30 days after the last day of class.
7. The availability of funds, is limited and available on a first come first served basis each/per fiscal year.
   a. Reimbursement is limited to $3,000 per fiscal year.
8. Tuition Reimbursement is based on grade and course cost and is processed through the Finance PeopleSoft Travel and Expense Module.
9. 1600 Union Committee Representative, HR-Benefits and AP will track all dollar amounts received by the individual for tuition, professional development and membership reimbursements during the fiscal year.
10. Per IRS rules for tuition if any employee exceeds $5250 per calendar year it will become imputed taxable income. Please see Special Notes for additional info.

FT & PT Local 1600 Professionals Requirement (Job Family 441, 444, 447)

1. Employee application form must be submitted to the Local 1600 Union Committee for review and recommendation approval.
   a. Must include and/or attach a brief statement/letter specifying their conference, degree program or individual course(s) is relevant to their current job or probable future job is beneficial to City Colleges of Chicago.
   b. Each college committee will select a representative that will review and

	approve all 1600 union PeopleSoft (PS) T&E online requests.
c.	Each college will provide AP with the 1600 union committee representative name and title in order to added into the PS T&E Module approval workflow.
d.	If a committee representative leaves or changes anytime during the course of the year or the next fiscal year the current committee must notify AP of the change in order to update and keep our system current. Also this will assist and minimize approval delays.
2.	Employee application form with all the required documentation to support your request must be attached to your online electronic Travel Authorization request and be in the President queue no later than 30 days after class begins.
3.	If your request is not submitted within the allotted time it will not be considered or may be ineligible for reimbursement.
4.	Expense allowances include tuition, course fees, course books, course supplies—and membership in professional organizations.
5.	Please read the union contract and CCC Travel and Expense Reimbursement policy as stated and understand its provisions. Click the blue link to review policy at http://www.ccc.edu/menu/Pages/Union-Contracts.aspx:
6.	Original grade report and proof of payment must be submitted and in the HR Benefit Manager or Designee queue no later than 30 days after the last day of class.
7.	Please be aware the availability of funds, which are limited and available on a first come first served basis each/per fiscal year.
	a. Reimbursement is limited to $3,000 per fiscal year.
8.	Tuition Reimbursement is based on grade and course cost and is processed through the Finance PeopleSoft Travel and Expense Module.
9.	Union Committee Representative, HR-Benefits and AP will track all dollar amounts received by the individual for tuition, professional development and membership reimbursements during the fiscal year.
10.	Per IRS rules for tuition if any employee exceeds $5250 per calendar year it will become imputed taxable income. Please see Special Notes for additional info.

PT Adult Educators, PT IEA-NEA & Coordinators AFSCME Requirements (Job Family 371, 365 and 375)

1.	After 2-two full years of employment AE scheduled to work 12 hours a week can apply in advance of course or program to be taken.
2.	Application form must be completed and include a brief statement/letter specifying their course or program is relevant to their current AE job that must be submitted and in the Presidents queue no later 30 days after classes begin.
3.	If your request is not submitted within the allotted time it will not be considered or may be ineligible for reimbursement.
4.	Please read the union contract and CCC Travel and Expense Reimbursement policy as stated and understand its provisions. Click the blue link to review policy at:
5.	Original grade report and proof of payment must be submitted and in the President queue no later than 30 days after the last day of class.
6.	Please be aware the availability of funds, which are limited and available on a first come first served basis each/per fiscal year.
	a. Pre-authorization allowance reimbursement is up to $1,500.
7.	Tuition Reimbursement is based on grade and course cost and is processed through the Finance PeopleSoft Travel and Expense Module.

Special Notes:

1. District Office Union 1708 and 1600 Professional Development requests are routed to and approved by HW President.
2. Per IRS regulation for school tuition if any employee exceeds $5250 per calendar year it will become imputed taxable income.
   a. This means the amount that exceeded the $5250 is imputed as taxable income (only federal & state taxes are calculated on the overage amount and not your gross amount).
   b. The overage amount is included in the employee's last payroll calendar check (PPE 26) of the year. (Payroll code TRT – Description; Tuition Taxable > 5250)
3. Any tuition that's submitted after December 16th or the first pay period date in December will be reviewed and approved by AP but payment reimbursement will not be released until after January 1st.
4. Please be mindful your submission, approvals and payment disbursements are all about timing, which may affect you at the end of CCC HR Payroll calendar year.

CCCTU Local 1600
Full-Time Faculty and Training Specialists
(July 16, 2018 thru July 15, 2022)

1600 Union FT Faculty & Training Specialists	Maximum Amount	Agreement Per Fiscal Year
Prof Dev, Degrees and Membership	$3,000	Reimbursed for tuition (BA/MA>), certifications, course fees, course books, course supplies, and professional membership organizations.
Prof Dev Conferences Travel	$3,000	Reimbursed for all travel expenses such as hotel, meals, transit and conference fees & all other reasonable related travel expenses in accordance with CCC travel policy.
1600 Union FT Professional Employees	**Maximum Amount**	**Agreement Per Fiscal Year**
Prof Dev, Degrees and Membership	$3,000	Reimbursed for tuition (BA/MA>), certifications, course fees, course books, course supplies, and professional membership organizations. Excluding: memberships in any local, regional or national union related professional organizations.
Prof Dev Conferences Travel	$1,600	Reimbursed for all travel expenses such as hotel, meals, transit and conference fees & all other reasonable related travel expenses in accordance with CCC travel policy.