



East Los Angeles College
Academic Senate
Conference/Tuition Committee

Tuition Reimbursement

Full Time Faculty: \$500 maximum reimbursement for two semesters per academic year. If funds permit and eligibility requirements are met, a supplemental reimbursement may be submitted for faculty who qualify.

Adjunct Faculty: Prorated upon percentage of a full time assignment, number of teaching units, and tuition costs.

Application Procedure

Read Carefully. Observe Timeline. Incomplete Requests Cannot Be Processed.

- Review ELAC Tuition Reimbursement **Policy**
- **Observe Timeline:** Applications must be submitted **no** earlier than 30 days prior to start date and **no** later than the end of the second week of classes
- Complete Legibly and Accurately:
 - LACCD Tuition Reimbursement Form
 - ELAC Tuition Reimbursement Form
 - **Attach proof of tuition fees**
 - ✓ Fees need **not** be paid at time of application
 - ✓ Reimbursement does **not** cover books, travel, supplemental or health fees
- Return **completed** packet to Debra Mora, Academic Affairs, G1-207
- Informed via **memorandum** of status of request

Questions? Choonhee Rhim
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EAST LOS ANGELES COLLEGE
Academic Affairs

Tuition Reimbursement Policy and Procedure

Policy Provisions

The LACCD & AFT Agreement, Article 23, addresses the Professional Growth Committee, known at ELAC as the Conference/Tuition Committee. The committee determines policies and administers procedures related to tuition reimbursement. It is composed of faculty representing the Academic Senate and the AFT, and an administrator.

Article 23 – Professional Growth

Tuition reimbursement shall be awarded for a course, workshop, or other organized activity completed in an accredited institution. The course(s) must adhere to one of the following and result in a final transcript, certificate, official institute letter, or other approved documentation.

- Discipline
- Related Discipline
- Curriculum Methods
- Retraining as approved by the college President

Tuition Reimbursement Policy

- Eligibility: Full time, adjunct, and faculty listed in the Agreement under Article 3, The Faculty Unit.
- Timeline: Submit no earlier than 30 days prior to start date and no later than end of second week of class. Late submittals must include a brief written justification; however, reimbursement may be delayed or denied.
- Full Time Faculty – \$500 maximum ELAC reimbursement for two semesters per academic year. Reimbursement subject to change based on budget and number of applicants. Contractual maximum is \$3,000 per academic year; however, this is not guaranteed.
 - Supplement - If funds remain, the Conference/Tuition Committee Chair, may file a supplemental request on behalf of those who qualify.
- Adjunct Faculty – Reimbursement prorated upon percentage of a full time assignment, number of teaching units, and tuition fees; e.g., a full time 15 hour load is prorated at .2 if an adjunct teaches 3 units; .4 if teaching 6 units, .6 if teaching 9 units, etc.
- Appeal Process – If request is denied, applicant will be informed of appeal process by the Conference/Tuition Committee Chair.
- Course Completion – Verification of completed course(s) plus receipts of paid tuition fees, must be sent in a timely manner via campus mail, to the Conference/Tuition Committee Chair.

Tuition Reimbursement Procedure

- Complete ELAC Request for Conference Attendance and LACCD Tuition Reimbursement forms.
- Submit completed forms and proof of tuition fees to Academic Affairs, G1-207.
- Receive written memorandum of status of application.
- Submit transcripts and paid receipts, upon course completion, to Conference/Tuition Committee Chair.
- Receive written confirmation of reimbursement from Conference/Tuition Committee Chair.
- Receive email confirmation from Fiscal Office noting check arrival.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
EAST LOS ANGELES COLLEGE**

**APPLICATION FOR APPROVAL OF TUITION REIMBURSEMENT
ARTICLE 23, LACCD & AFT AGREEMENT, PROFESSIONAL GROWTH COMMITTEE**

Note: 1) Complete one application per semester/intersession; 2) Submit no earlier than 30 days prior to start date and no later than end of second week of class.

Name Employee Number Department/Discipline Extension

Home Address City State Zip Code Cell/Home Phone

Status: ____ Full Time ____ Adjunct _____
Accredited Institution at Which Reimbursement Requested Institution Location

Reimbursement Requested for Following Course(s):

Course Name	Course #	Course Title	Units/Hours	Start Date	End Date	Tuition Fees Only

Total Tuition Expenses: _____

Current Teaching Assignment:

Course Name & Number	Units/Hours

Total Teaching Units/Hours: _____

Non-Teaching Assignment:

If assignment is other than teaching, describe how the proposed professional development program is related to your position.

This is to certify that I have not nor will not apply for tuition reimbursement at more than one LACCD campus or receive funds from the LACCD in excess of 100% of tuition expenditures.

Applicant's Signature Date

Conference/Tuition Committee Chair Date

Vice President, Academic Affairs Date

___ Approved ___ Denied Reason for Denial: _____

