

EAST LOS ANGELES COLLEGE
Office of Institutional Effectiveness and Advancement

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.