



**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 **Alfredo Melgoza, Professional Development, F5-321**
- Informed via **memorandum** of status of request

Questions? Choonhee Rhim
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