



**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 (Forms available on [www.elac.edu](http://www.elac.edu) -> Faculty & Staff -> Services)**
  - 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
- Submit **completed** packet to **Choonhee Rhim, Chair, Conference/Tuition Committee, F3 (Library)-211**
- Informed via **email** of status of request

**Questions? Contact Choonhee Rhim**  
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