REIMBURSEMENT OF GRADUATE CREDIT FOR FACULTY

Eligibility is limited to full time faculty whose position requirements allow them to be hired without a graduate degree, but requires completion of a master’s degree for continuation in the position.

One graduate class (up to 4 credit hours) per semester/term may be reimbursed up to the Regent’s semester hour charge. Reimbursement will be made upon successful completion of a course that leads to a master’s degree in an approved program. The master’s degree program must be acceptable for continuation of the faculty member’s position and requires approval of the division Dean. Books, fees, etc. are not eligible for reimbursement.

Reimbursement of tuition obligates the instructor to one year of continued employment with Indian Hills Community College. The year will start with the date of reimbursement.

To receive reimbursement, the following must be submitted to Human Resources within six weeks of course completion.

1. Proof of successful completion with either a transcript or grade slip.
2. Proof of the tuition charge. Tuition must be stated separately from fees, etc. This could be in the form of an invoice or documentation from the awarding institution’s web site.
3. Approval of the division dean.
4. Statement below, signed and dated.

In accepting tuition reimbursement for this course, I agree to repay Indian Hills Community College in full the monies reimbursed should I terminate my employment within one year after reimbursement. This obligation may be terminated by agreement of both parties.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean Signature Date