

**THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE  
CLEVELAND STATE COMMUNITY COLLEGE**



**Faculty or Professional Staff Tuition or Maintenance Fee Reimbursement Program  
Recommendation/Contract Form**

This program is designed to provide tuition or maintenance fee reimbursement only for an individual who takes credit courses on a part-time basis – either at his or her own or at another institution – while continuing work responsibilities at the home institution.

NAME OF EMPLOYEE	SOCIAL SECURITY NUMBER (Optional)
RACE	SEX
DEPARTMENT	TENURE STATUS
CURRENT DEGREE STATUS (Degree and Area)	BUDGET ACCOUNT NO.
	ADDITIONAL HOURS BEYOND LAST DEGREE (No.)

Please provide answers to the following questions:

1. Are you a full-time faculty member or administrator who has been employed at Cleveland State Community College six months or more?  
 Yes  No
  
2. Will the proposed study for which your support is requested enhance your value to Cleveland State Community College as defined below (check appropriate purposes)?
  - Support for working toward the doctorate or other terminal degree
  - Support for pursuing a degree below the doctorate in a technical or professional description
  - Support for training or retraining to enhance expertise needed by the institution
  - Other (Explain) \_\_\_\_\_
  
3. Intent for use of tuition or maintenance fee reimbursement:
  - (a) Location of proposed study \_\_\_\_\_
  - (b) Term of proposed study \_\_\_\_\_, 19\_\_\_\_

	Course(s)	Credit Hour(s)	Maintenance Fee or Tuition
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Reimbursement Requested \_\_\_\_\_

Reimbursement is dependent upon available funds and may not exceed actual maintenance fees or tuition for a maximum of six credit hours per semester or quarter. This maximum does not apply to summer study.

4. In requesting support for tuition or maintenance fee reimbursement, do you agree with the stipulations listed in a - d (below)? Yes  No

- a. The recipient shall be required, after completion of the course or courses, to be employed by the institution for not less than one month of full-time employment for each month of the term of participation in the Faculty or Professional Staff Tuition Reimbursement Program.
- b. Satisfactory completion of coursework must be demonstrated to receive reimbursement and to remain eligible for additional assistance. Institutions may provide reimbursement at the time fees are due; however, it is the obligation of the recipient to repay them if coursework is not satisfactorily completed.
- c. Courses should be scheduled in counsel with supervisors to assure maintenance of optimum job performance. Courses should be scheduled at times other than during regularly scheduled work assignments unless make-up time is scheduled.
- d. It is recommended that complete materials supporting the individuals' requests be maintained on campus. It is further recommended that each recipient be required to provide the president with affirmed grade reports for the courses(s) taken.

SIGNED: \_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
DATE

RECOMMENDED: \_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE

RECOMMENDED: \_\_\_\_\_  
EXECUTIVE ADMINISTRATOR

\_\_\_\_\_  
DATE

RECOMMENDED: \_\_\_\_\_  
PRESIDENT\*

\_\_\_\_\_  
DATE

APPROVED: \_\_\_\_\_  
CHANCELLOR

\_\_\_\_\_  
DATE

\*If any exception to TBR Policy Guideline P-130 is requested, please explain the request (below).

TBR Form P-070-2

FOR USE BY DEVELOPMENT COMMITTEE ONLY

Amount Allocated . . . . . \$ \_\_\_\_\_

Development Fund Acct. No. \_\_\_\_\_

\_\_\_\_\_  
Development Committee Chair      Date