

Yosemite Community College District  
**Application for Fee Reimbursement**

For \_\_\_\_\_ Semester, 20\_\_\_\_\_

<hr/> Employee Name	<hr/> Colleague ID #	<hr/> Position/Site
<hr/> Mailing Address: _____		
1. <hr/> Course Ref. #	<hr/> Name of Course	<hr/> Units
2. <hr/> Course Ref. #	<hr/> Name of Course	<hr/> Units
3. <hr/> Course Ref. #	<hr/> Name of Course	<hr/> Units
4. <hr/> Course Ref. #	<hr/> Name of Course	<hr/> Units

**FEES TO BE REIMBURSED:** *(Material fees are not covered under this policy)*  
Please attach registration fee receipt.

1.	Enrollment			\$ _____
2.	Health			\$ _____
3.	Student Activity	\$ _____		
	Student Center	\$ _____		
	Student Representative	\$ _____	\$ _____	
<b>TOTAL</b>				\$ _____

**COURSE(S) MEET THE FOLLOWING CATEGORIES:**

(Check at least one)

- 1. The class is part of a plan leading to a certificate
- 2. The class is applicable to a degree program.
- 3. The class will enhance the staff member's contribution to the college/district.

\_\_\_\_\_  
Employee Signature (Date)

\_\_\_\_\_  
Supervisor Signature (Date)

\_\_\_\_\_  
College President/Chancellor Signature (Date)

Submit completed forms to the HR Support Services Manager.

Received by Human Resources \_\_\_\_\_ Grade Report Received \_\_\_\_\_ Fees Paid /Req. No. \_\_\_\_\_

## **ARTICLE 21.4 - Educational Opportunities**

The purpose of the YCCD Staff Fee Reimbursement Program is to provide support and encouragement for the continuing education of YCCD staff, including classified, faculty, and management. Applicable courses include those which meet any one of the following criteria:

- (1) The class is a part of a plan leading to a certificate;
- (2) The class is applicable to a degree program;
- (3) The class will enhance the staff member's contribution to the college/district.

In addition, the course must be offered for credit by a college of YCCD and be completed with a grade of "CR" or better.

### **PROCEDURE FOR STAFF COURSE FEE REIMBURSEMENT PROGRAM**

The fees eligible for reimbursement are the enrollment fee (residents only), health fee, and the student activity fee.

A regular (probationary or permanent) staff member who desires reimbursement for a course(s) will submit a complete YCCD Application for Fee Reimbursement form to their management supervisor before enrolling in the course(s).

Within five working days the management supervisor will sign and forward the application form to the appropriate College President or Chancellor (for Central Services staff).

Any disagreement about whether or not a particular course fits the criteria will be resolved by the College Presidents or Chancellor.

College Presidents or the Chancellor will forward approved forms to Human Resources.

At the conclusion of the term, the staff member will send their grade report to Human Resources.

Human Resources will initiate the payment process.