Tuition Reimbursement Policy and Procedure

Policy Provisions

The LACCD & AFT Agreement, Article 23, addresses the Professional Growth Committee, known at ELAC as the Conference/Tuition Committee. The committee determines policies and administers procedures related to tuition reimbursement. It is composed of faculty representing the Academic Senate and the AFT, and an administrator.

Article 23 – Professional Growth

Tuition reimbursement shall be awarded for a course, workshop, or other organized activity completed in an accredited institution. The course(s) must adhere to one of the following and result in a final transcript, certificate, official institute letter, or other approved documentation.

- Discipline
- Related Discipline
- Curriculum Methods
- Retraining as approved by the college President

Tuition Reimbursement Policy

- **Eligibility:** Full time, adjunct, and faculty listed in the Agreement under Article 3, The Faculty Unit.

- **Timeline:** Submit no earlier than 30 days prior to start date and no later than end of second week of class. Late submittals must include a brief written justification; however, reimbursement may be delayed or denied.

- **Full Time Faculty** – $2000 maximum ELAC reimbursement per academic year. Reimbursement subject to change based on budget and number of applicants. Contractual maximum is $3,000 per academic year; however, this is not guaranteed.
  - **Supplement** - If funds remain, the Conference/Tuition Committee Chair, may file a supplemental request on behalf of those who qualify.

- **Adjunct Faculty** – Reimbursement prorated upon percentage of a full-time assignment, number of teaching units, and tuition fees; e.g., a full-time 15 hour load is prorated at .2 if an adjunct teaches 3 units; .4 if teaching 6 units, .6 if teaching 9 units, etc.

- **Appeal Process** – If request is denied, applicant will be informed of appeal process by the Conference/Tuition Committee Chair.

- **Course Completion** – Verification of completed course(s) plus receipts of paid tuition fees, must be sent in a timely manner via campus mail, to the Conference/Tuition Committee Chair.

Tuition Reimbursement Procedure

- **Complete** ELAC Request for Conference Attendance and LACCD Tuition Reimbursement forms.
- **Submit** completed forms and proof of tuition fees to Ronaldo Villalobos, Office of Professional Development, F5-321.
- **Request is approved if not returned.**
- **Upon course completion, submit transcripts and paid receipts** to Choonhee Rhim, Chair, Conference/Tuition Committee.
- **After reimbursement is processed, email will be sent from Fiscal Office noting check arrival.**

(Revised 9/1/2020)