



Request for WITCC Tuition Reimbursement for Dependent Children/Spouse

Payee: _____
Amount: _____
Budget: 01-9-8502-00-5940

Instructions: Complete and submit all copies to Human Resources **PRIOR TO THE END OF THE FIRST WEEK OF CLASS.** Complete one request form for each semester.

Employee Name _____ Employee ID# _____
 Student Name _____ Student ID# _____
 Address _____ City _____ State _____ Zip _____

Semester: Fall 20__ Winterim 20__ Spring 20__ Summer 20__

Course _____	Course # _____	Dates _____	Credits _____
Course _____	Course # _____	Dates _____	Credits _____
Course _____	Course # _____	Dates _____	Credits _____
Course _____	Course # _____	Dates _____	Credits _____
Course _____	Course # _____	Dates _____	Credits _____
Course _____	Course # _____	Dates _____	Credits _____
			TOTAL CREDITS _____

As provided by the Board Policy 400.29, Enrollment in WITCC Courses and Administrative Procedure AP400.29, same title, I hereby request to enroll my dependent child in the indicated credit course(s) and to be reimbursed the cost of tuition upon satisfactory completion (minimum grade of "C"). A COPY OF THE WITCC REGISTRATION BILL, CLASS SCHEDULE AND FINANCIAL AID VERIFICATION FORM IS ATTACHED.

Student Signature _____ Date _____

Employee Signature _____ Date _____

Human Resources Signature _____ Date _____

Approved Not Approved Reason _____

I certify that my dependent child/spouse has satisfactorily completed the above credit(s), and request that the tuition expense be reimbursed. A copy of the receipt for paid tuition is attached along with a copy of the grade report.

Employee Signature _____ Date _____

Human Resources Signature _____ Date _____

Financial Aid Verification on File? Yes No

ADMINISTRATIVE PROCEDURE

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number AP400.29

Title: All Personnel

Enrollment in WITCC Courses – Dependent Children and Spouse Tuition Reimbursement

Dependent children and spouses of full-time and part-time employees at Western Iowa Tech Community College are eligible to request tuition reimbursement for credit hours taken at WITCC. An eligible (*) dependent child can be a natural child, a legally adopted child, a stepchild, or a foster child who meets certain requirements.

1. Employees' dependent children and spouses who enroll in WITCC courses under the terms of this policy/procedure must make their request for tuition reimbursement and receive approval prior to the end of the first week of class. The forms are available in the Human Resources Office.
2. Payment of tuition and fees shall be the employee's, dependent child's and/or spouse's responsibility upon enrollment, with tuition reimbursed upon evidence of satisfactory completion. A letter grade of "C" is the minimum requirement, indicating satisfactory completion.
3. Payment for all books, supplies, fees, etc., is the employee's, dependent child's and/or spouse's responsibility and will not be reimbursed.
4. The family of the dependent child/spouse participating in the Dependent Tuition Reimbursement Plan must annually complete the need analysis form used by WITCC for financial aid awards and must request that the results be forwarded to WITCC. Reimbursement on tuition will be only for the balance of tuition not covered by "gift" aid received by the student in a semester.
5. Employees, dependents, and spouses may not request that past enrollments be changed from employee/dependent child/spouse-paid to college-paid.
6. Non-instructional employees are eligible for tuition reimbursement after they have completed six months of employment. Instructional employees are eligible for tuition reimbursement after they have completed one semester of employment. The employee must be employed by the College for the duration of the course to be eligible for tuition reimbursement.
7. Employees, dependents, and spouses enrolling under this policy/procedure are expected to register and attend classes in the same manner as any student, and to comply with the same rules, prerequisites, etc., as any other student.
8. Interpretation and administration of this policy/procedure shall be at the discretion of the President of the College or his/her designee, except that the terms and conditions of a collectively bargained master agreement, if any shall prevail when appropriate.
9. The Dependent Child Tuition Reimbursement Plan will begin with the Spring 1997 semester, which starts January 9, 1997. Spouse Tuition Reimbursement will begin January 1, 2021.

* The definition of an eligible, dependent child is the same as is used for the eligibility for WITCC health insurance.