

**FACULTY/ADMINISTRATION STATEMENT OF INTENTION  
FOR TUITION REIMBURSEMENT  
ACADEMIC YEAR 2015 - 2016**

**NAME:** \_\_\_\_\_ **M#** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_ **EXTENSION #** \_\_\_\_\_

This form indicates your intention to receive tuition reimbursement for the above academic year (September 1<sup>st</sup> – August 31<sup>st</sup>).

In order to receive tuition reimbursement, **YOU MUST SUBMIT AN OFFICIAL TUITION BILL** (detailed bill must indicate semester/session, tuition amount and any financial aid discount or awards given), followed by a grade(s) upon completion of the course(s). The tuition bill must show a zero balance. **Tuition bill MUST have institution and student name imprinted.**

In accordance with Article 26 of the Faculty Association, the College has agreed to budget \$75,000 per year for tuition reimbursement. This tuition reimbursement is available only for courses at duly accredited colleges and universities. A deadline date of August 31<sup>st</sup> preceding each academic year of this contract shall be established for the submission of any request for tuition reimbursement.

If there are additional tuition monies to be redistributed at the **END** of the academic year, both submissions past deadline (Submitted after August 31) and the \$3,000/per individual maximum will be honored. If you do **NOT** successfully complete a course, **you must reimburse MCC.**

Please check one:            ☐ Undergraduate course work            ☐ Graduate course work

Degree working towards: ☐ Bachelors ☐ Masters ☐ Doctorate

Signature \_\_\_\_\_ Date \_\_\_\_\_

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FOR HUMAN RESOURCES ONLY