

CT STATE
COMMUNITY COLLEGE

GATEWAY

PROFESSIONAL DEVELOPMENT

4C CONGRESS
COLLEGE
CREDIT PACKET

Checklist for Travel Authorizations

Full Time

Part Time

Employee: _____

Coursework

- Proof of enrollment
- Cost of Course
- Dates of Course

Conferences & Travel

- Description of event & location
- Cost of event
- Dates of event
- Transportation Details & Estimates
- Documented Accommodation Estimates
- Rental Vehicle – Include documented rental estimates
- Personal Vehicle – Deduct normal commute from mileage

Memberships

- Description of membership
- Dates of Membership & Cost

All Travel Authorizations

- Signed by immediate supervisor
- Signed by your Dean

Include all costs related to your request. Subtract any costs paid by the college or other sources.

Send completed form to GW-Professionaldevelopment@ctstate.edu

CT STATE COMMUNITY COLLEGE

GATEWAY

Checklist for Employee Payroll Reimbursements

Full Time

Part Time

Employee: _____

Coursework

- Invoice
- List of courses and grades
- Proof of payment

Conferences & travel

- Proof of Attendance
- Registration Documentation & Proof of Payment
- Accommodation Invoice & Proof of Payment
- Transportation Invoice & Proof of Payment
- Receipts for subway, taxis, parking, etc
- Personal Vehicle - provide copy of Auto Declaration Page
- Personal Vehicle - Mileage Map (start to finish)
- Personal Vehicle - deduct daily commute from mileage

Memberships

- Invoice
- Proof of Payment

Personal Vehicle Mileage

- Mileage Map (start to finish)
- Deduct daily commute from mileage
- Provide copy of Auto Declaration Page

All Reimbursement Requests

- Signed by immediate Supervisor
- Signed by your Dean

Include all costs related to your request. Subtract any costs paid by the college or other sources.

Send completed form to GW-Professionaldevelopment@ctstate.edu

4C/CONGRESS CODING FOR EACH FORM (COLLEGE CREDIT)

MAXIMUM ALLOTMENTS PER SEMESTER (FY24)

	<u>Full time Employees</u>	<u>Part time Employees</u>
College Credit Coursework	\$4874/per semester	\$1994/per semester
Non-Credit Coursework	\$3046/per semester	\$1329/per semester
Memberships/Licenses	\$720/per semester	\$305/per semester

APPLICATION FOR TUITION REIMBURSEMENT (CO-101)

This form must be completed to request approval to take college credit coursework **ONLY**. Be sure to include proof of enrollment, and how you plan on paying for the course(s) (Financial aid, Cash, Credit Card, etc....) Once semester is completed, submit final grade(s), which must be “C” or better, along with proof of payment.

TA Number	Leave blank
Collective Bargaining Union Code	4C Faculty = 25, 4C ACL = 46
Dept Payroll Code	Leave blank

APPLICATION FOR TUITION REIMBURSEMENT
 C0-101 Revised 10/6/2021 (Campus Operations)

TA# _____
 (Campus Operationa & Finance use only)



IMPORTANT! THIS APPLICATION MUST BE SUBMITTED TWO WEEKS PRIOR TO THE BEGINNING OF THE COURSE(S) TO YOUR AGENCY APPROVAL OFFICER.

NOTE: Upon completion of course(s) you must SUBMIT 2 COPIES OF ALL RECEIPTS and PROOF OF PASSING to your AGENCY APPROVAL OFFICER by Feb. 1st, fall & summer courses, June 1st, spring courses.

NAME (Last)	(First)	(Middle)	TR NUMBER	EMPLOYEE NUMBER	IMPORTANT COLLECTIVE BARGAINING UNIT CODE
HOME MAILING ADDRESS (No. and Street)	(City or Town)	(State)	(Zip)	DEPARTMENTAL PAYROLL CODE	
TITLE	AGENCY NAME			WORK TELEPHONE NO.	
WORK ADDRESS (No. and Street)	(City/Town)	(State)	(Zip)	WORK EMAIL ADDRESS	
EDUCATION INSTITUTE (Name)	START (semester)			FINISH (semester)	
	Mo.	Day	Yr.	Mo.	Day Yr.
ADDRESS (No. and Street)	(City or Town)	(State)	(Zip)		

COURSE INFORMATION	TITLE AND NUMBER OF COURSES					NUMBER OF CREDITS	
	1.						
	2.						
	3.						
	4.						
	5.						
	6.						
The above courses are		<input type="checkbox"/> Graduate	<input type="checkbox"/> Undergraduate	Job Related?	<input type="checkbox"/> YES <input type="checkbox"/> NO	TOTAL CREDITS	
OBJECTIVE IN TAKING THIS COURSE (S) OR CURRICULUM							

COST IMPORTANT	CHARGE PER CREDIT \$	X TOTAL NO. CREDITS	TOTAL = CREDIT COST \$
	Service Fee (Community Colleges Only)		
	Laboratory Fee		
	Other Fees		
	Sub Total		
	LESS - Financial-Aid Received from Other Sources		
	NET COST		

Be sure to show the cost of EACH CREDIT as well as the total cost of all credits in applicable spaces at the right
 PAYMENT IS SUBJECT TO AVAILABLE FUNDS!

APPLICANT'S CERTIFICATION	I certify that I am familiar with regulations for tuition reimbursement and will comply with them. I will notify the Agency Approval Officer if a course is failed or dropped.		
	SIGNED (Applicant)	DATE	

AGENCY RECOMMENDATION	I have reviewed the tuition guidelines and this application. ("X" APPROPRIATE BOX) I DO <input type="checkbox"/> DO NOT <input type="checkbox"/> recommend this person's participation.			
	AGENCY APPROVAL OFFICER (Signature)	DATE RECEIVED BY TRO	EMAIL	TELEPHONE NO.
	IF APPLICATION IS DENIED, STATE REASON AND FORWARD TO THE REVIEW COMMITTEE - <u>only</u> for extraordinary circumstances			

FOR USE IF APPLICATION IS NOT APPROVED	STATE PERSONNEL TUITION REIMBURSEMENT COORDINATOR'S DECISION			
	SIGNATURE			DATE

FOR AGENCY USE ONLY	AMOUNT TO BE REIMBURSED	JOB-RELATED	NON-JOB-RELATED	DATE RECEIPT AND GRADES SUBMITTED	DATE PAYMENT REQUESTED
	\$	\$	\$		

FOR OSC USE ONLY	PRIORITY LIST DATE	NOTES:	PROCESSED BY:	DATE

DISTRIBUTION: - Agency - Comptroller's Administrative Services Division, Tuition Unit -Employee

CO-101 INSTRUCTIONS

You will find the form on the last page of this document.

*For information regarding eligibility requirements, please refer to the **Eligibility** section on page two of these instructions.*

This application must be submitted to the employee's agency Tuition Reimbursement Approval Officer at least **two weeks prior** to the start of classes. In most agencies, Tuition Reimbursement Approval Officers are located in the personnel or training unit. *Please refer to [Addendum A \(Tuition Reimbursement Officers by Agency\) of the State of Connecticut Tuition Reimbursement Program manual](#).*

This application must state the cost per credit for the course. Any financial aid received from other sources, e.g. BEOG, Title XX etc. must be stated. Loans given directly to the employee that must be repaid need not be reported. If a loan is paid directly to the educational institution a statement must be submitted with the application explaining that financial aid is in the form of a loan.

Any changes in course titles, **failure or dropping** of a course must be reported to the agency's officer within 10 days.

All tuition reimbursements for courses that are not job related are subject to taxes and are included with the employee's wages. All tuition reimbursements that are job related are **not** subject to taxes.

Determination of reportability under Section 132IRC - Employees should refer to [IRS regulations - Section 132IRC](#) or consult a tax professional with questions concerning the reportability of a tuition reimbursement. It is the employee's responsibility to determine if a reimbursement is reportable and therefore taxable.

Bargaining units have different tuition reimbursement guidelines with regard to the number of courses allowed, the rate of reimbursement and the amount of funds allocated. For specific rules and regulations employees should consult their [Collective Bargaining Agreement](#) or Tuition Reimbursement Officer. See [Addendum A](#).

Authorization to participate in the tuition reimbursement program will be sent to each applicant. All correspondence programs, preparation and self-development programs must be reviewed by the State Personnel Tuition Reimbursement Coordinator **prior** to an employee beginning the course of study.

At the end of each semester, employees must submit receipt of payment and grade report or transcript to their agency Tuition Reimbursement Officer. This paperwork **must** be received by the agency no later than **February 1st** for Summer and Fall semester courses and **June 1st** for Spring courses.

A fiscal year is July 1st to June 30th. For example: July 1, 2015 through June 30, 2016 is fiscal year 2016.

Eligibility

In order to be eligible to receive tuition reimbursement, the employee, educational institution and course must meet the following requirements:

- 1. Employee Eligibility:** As indicated above, each collective bargaining agreement has different requirements and eligibility criteria. For example: Some collective bargaining agreements require that an employee complete an initial working test period before being eligible to apply for tuition reimbursement. Please refer to the appropriate [Collective Bargaining Agreement](#) to determine if you meet the eligibility criteria required by your union contract.
- 2. Educational Institution:** Educational institutions of higher learning must be accredited. You can check the Council for Higher Education Accreditation database at www.chea.org or the [US Department of Education Database of Accredited Postsecondary Institutions and Programs](#) to confirm that your educational institution is accredited. If you are attending a Private Occupational School, you can verify that the school has been approved by the State of Connecticut Office of Higher Education by checking their list of [Approved Private Occupational Schools](#).
- 3. Course Eligibility:** Your collective bargaining agreement may have course requirements in order to be reimbursed under tuition reimbursement (i.e. towards upward mobility, continuing your education in a job-related field etc.) Please refer to the appropriate [Collective Bargaining Agreement](#) in order to determine if your course meets the eligibility criteria required by your union contract.