Arapahoe Community College
Employee/Part-Time Instructor Tuition Reimbursement Scholarship
Policy and Procedures

The Colorado Community College System (CCCS) allows community college and system employees tuition reimbursement scholarships for three classes (up to five credit hours per class) per fiscal year. (Please review the CCC website at www.cccs.edu for procedure BP 3-60a guidelines). The requested course(s) must be job related or applicable to a job related degree or certificate and/or career enhancing per State Board guidelines. Arapahoe Community College awards the tuition reimbursement to eligible employees at the “resident” tuition rate on an academic year basis (non-residents employees must be prepared to pay the difference in their tuition plus fees at the time of enrollment). Eligible employees are defined as regular faculty, contract professional staff, technical and professional educational staff, and college and central system staff administrators. Part-time ACC instructors are eligible for five credit hours of resident tuition per fiscal year and must meet the above guidelines.

New CCHE FTE rules for full-time college employee and part-time instructor scholarships require eligible applicants to meet the following requirements:

- Employees/Instructors must pay for classes in advance, using their own funds and may be reimbursed at the conclusion of the class (tuition only, not fees). Approval is required before enrolling in the class.

- Reimbursement will occur for grades of a "C" or better. Grades of "I," "F," "W," "U" and for audit are not considered acceptable grades and will not be reimbursed nor may be appealed for reimbursement.

- Classes must be job-related or count toward a degree that is job-related as determined by the supervisor and verified by the Office of Financial Aid.

- **Full-Time Employees** are eligible for three classes per fiscal year. **Part-Time Instructors** are eligible for five credit hours per fiscal year.

- The application must be completed and signed by both the employee/instructor and supervisor/dean prior to enrolling for the class(s).

- The form must be submitted to the Office of Financial Aid in Room M2115. The Financial Aid Office will retain the form until the end of the semester when grades are posted. Should the employee obtain a satisfactory grade, the Cashier’s Office will be notified of the reimbursement via a posting to the employee account. Reimbursement will be made within 14 days of the posting to the employee/instructor.

Questions may be referred to the Office of Financial Aid at 303-797-5661