Education Reimbursement Program

This program is available to full or part-time faculty and administrative and professional staff who have been employed at JSCC for six months or more. Reimbursement may not exceed actual maintenance or tuition-related fees for a maximum of six credit hours per semester. Additional information is available at the TBR web site:
http://www.tbr.state.tn.us/policies_guidelines/personnel_guidelines/P-130.htm

This is how Education Reimbursement Program forms will be processed for employees who report to Academic Affairs:

1. Pick up and complete the Education Reimbursement form from Academic Affairs. You can also get the form from Outlook, Public Folders, Academic Affairs section, complete it online and print it.
2. Give the completed form to Academic Affairs.
3. You will be notified whether the Vice President for Academic Affairs approves for reimbursement. If approved, you are told the amount of the reimbursement. Currently, reimbursement is paid at the University of Memphis rate of $250 per hour for graduate classes and $176 per hour for undergraduate classes.
4. Academic Affairs sends the completed original form to Human Resources. A copy is kept in the Academic Affairs office.
5. Register for classes, and pay your fees. Get a receipt.
6. Bring receipt to Academic Affairs.
7. Academic Affairs fills out a check request.
8. Vice President for Academic Affairs approves check request form.
9. Receipt is attached to check request form and both are sent to Human Resources.

After the semester has been completed using the Education Reimbursement Program, you must provide Academic Affairs with either a transcript or copy of your grades from the last course for which you received funds from the Education Reimbursement Program before more funds will be approved.