Allegheny County-CCAC Tuition Reduction and Reimbursement Program

Application and Reimbursement Request Instructions

Employees applying for Allegheny County's CCAC Tuition Reduction and Reimbursement Program for the first time should review Allegheny County's CCAC Tuition Reduction and Reimbursement Program Policy. The policy and related forms are available at the following web address:

www.alleghenycounty.us/Government/Employment/Benefits

After accessing the web page, please navigate to and click on "Education and Training" and locate the information that's specific to the CCAC Tuition Reduction and Reimbursement Program.

In addition to the application and reimbursement instructions below, a program checklist is available on the web page to provide further guidance on the application and reimbursement process.

I.   How to apply:

Step 1:

Register for a degree program and/or course(s) by following CCAC's application and enrollment process. Be sure to register with CCAC before the close of the upcoming semester's registration deadline in which you plan to enroll.

Step 2:

Complete and sign Allegheny County's CCAC Tuition Reduction and Reimbursement Program Application (p. 4 of this document.) Your application will not be reviewed until you have registered for courses. A new application for program participation must be completed for each semester. Along with the CCAC Tuition Reduction and Reimbursement Program Application, please also provide the:

- CCAC Tuition Reduction and Reimbursement Repayment Agreement
- Degree program course outline (*if enrolled in a CCAC degree program*)
- Course description
- Class schedule

Step 3:

Submit all required documents to your department at least 30 days in advance of the start of a new semester. If your request meets policy guidelines, your department will provide preliminary approval. After your department has reviewed and signed the application and repayment agreement, your department will provide your documentation to the Department of Human Resources for final review and approval.

Please note: It is the responsibility of the employee's department to review the application in its entirety. If a course is not part of a degree program, the department must certify whether or not the employee's elected course is directly related to the employee's current job and/or has a reasonable relationship to the business of the County. If the course is found NOT to be job-related and/or lacks a reasonable relationship to the business of the County, the department will designate as such, and the course reimbursement will be taxed as income to the employee.

II.   How to request reimbursement:

Step 1:

After completing the course, please provide the following to your department for review and approval:

- Course grade report showing satisfactory completion. Only A, B, C, S, and P grades will be reimbursed by Allegheny County.
- CCAC invoice providing a breakdown of credit costs and fees.
- Proof of payment (copy of processed check, credit card statement, etc.)

Please note: Scholarships and/or grant funding, etc., will be deducted prior to Allegheny County providing reimbursement. The CCAC invoice must also show that CCAC's fifty percent (50%) credit has been applied. After CCAC's fifty percent (50%) has been applied, the invoice must show that you have paid any remaining balance owed to CCAC in accordance with CCAC's invoice payment requirements.

Step 2:

Once your department reviews and signs off on the documents, your reimbursement request will be forwarded to the Department of Human Resources for final review and approval.

Step 3:

Once approved, the Department of Human Resources will submit your approved reimbursement request to payroll for reimbursement through an upcoming paycheck.

III.   Loss of Eligibility:

If you lose eligibility to participate in the program, please notify the Department of Human Resources immediately at 412-350-6830. Benefits will continue only through the completion of the current semester.

Need more information or guidance?

If you have questions or concerns regarding Allegheny County's CCAC Tuition Reduction and Reimbursement Program application and reimbursement process, please contact your department's HR Liaison for assistance. Additional assistance is also available through the Department of Human Resources.

Allegheny County-CCAC Tuition Reduction and Reimbursement

Program Application and Reimbursement Request

Date: _____/ _____/ _____

Employee Name (Please Print): _____ _

Employee Email/ Phone: _____

Employee T#: _____

Department: _____

Current Job Title: _____

Unit ID: _____

Semester/Term Begin Date: _____/ _____/ _____

Semester/Term End Date: _____/ _____/ _____

CCAC Degree Program (if applicable): _____

List course(s) enrolled in below (maximum 11 credits):

1.) _____ **No. of Credits** _____

            Course Name

*For Department use only: If the employee is NOT enrolled in a degree program, is this course job-related and/or does the course have a reasonable relationship to the business of Allegheny County?
YES _____ **NO** _____ If NO, the course cost will be taxed when reimbursed to the employee.

2.) _____ **No. of Credits** _____

            Course Name

*For Department use only: If the employee is NOT enrolled in a degree program, is this course job-related and/or does the course have a reasonable relationship to the business of Allegheny County?
YES _____ **NO** ___ If NO, the course cost will be taxed when reimbursed to the employee.

Courses Continued:

3.) _____**No. of Credits** _____

                       Course Name

*For Department use only: If the employee is NOT enrolled in a degree program, is this course job-related and/or does the course have a reasonable relationship to the business of Allegheny County?

YES____ NO ___ If NO, the course cost will be taxed when reimbursed to the employee.

Employee Signature:_____**Date:**_____/_____/_____

Department Director (Designee):_____**Date:**_____/_____/_____

Department of Human Resources:_____**Date:**_____/_____/_____

Request for Reimbursement (to be completed after the course(s) have ended)

The employee has completed the course(s) and is requesting to be reimbursed in accordance with Allegheny County's CCAC Tuition Reduction and Reimbursement Program.

The following are attached:

- Invoice
- Grade Report (Only A, B, C, S, and P grades are reimbursable)
- Proof of payment
- Standard Voucher with Department Cost Center and Object

Total Reimbursement Requested: $_____

Employee Signature:_____**Date:**_____/_____/_____

Approved for Reimbursement:

Department Director (Designee):_____**Date:**_____/_____/_____

Department of Human Resources:_____**Date:**_____/_____/_____