**Tuition Reimbursement Process**

**Who is eligible?**
All regular full-time employees are eligible to participate in the OCCC Tuition Reimbursement Program.

**What does the reimbursement cover?**
The Tuition Reimbursement Program covers up to twelve (12) hours per calendar year of tuition costs for approved courses and/or degree programs. (Fees, books and other materials are not covered by the TRP.)

**How do you participate in the Tuition Reimbursement Program?**
A program/course authorization form must be approved by the employee’s immediate supervisor prior to the date the first course begins. The program/course authorization form can be found on the employee portal under “HR forms.”

The authorization form will open in a word document.
- You will only be able to type into the open fields of the document.
- It is your responsibility to attach a degree program (or course) description and have the approval form signed by the necessary individuals.
- Once you have completed the form and had it signed by the required individuals, please send it to the attention of Romona Willoughby in Human Resources via campus mail.

*Once your program is approved you will receive an authorization number and are ready to submit requests for tuition reimbursement.*

**How do you receive tuition reimbursement?**
Please follow this checklist when enclosing your request for tuition reimbursement. Send these items to the attention of Romona Willoughby in Human Resources via campus mail.
- Completed Request for Calendar Year Tuition Reimbursement Form signed by yourself and your supervisor. This can be found on the employee website under “HR Forms.”
  Verification of your grade(s): This verification must list institution name, your name, semester, course and grade. Note: in order to be reimbursed, undergraduate work requires a grade of C or better. Graduate work requires a grade of B or better.
- Copy of financial statement or account summary, identified by semester, listing your name on the page and a breakdown of tuition and fees including verification of your balance paid in full.

For more information on Tuition Reimbursement, visit Policy 2302 of the Oklahoma City Community College Policies and Procedures at [http://www.occc.edu/policy/pp.html](http://www.occc.edu/policy/pp.html).