

## FACULTY TUITION REIMBURSEMENT FLOW CHART

(See Article 23 of LACCD and AFT Agreement 2014 – 2017 for contract details)

### STEP 1

Download Application for [Approval of Tuition Reimbursement for Professional Development](#).

### STEP 2

- Submit completed form to Academic Affairs Office prior to course enrollment date.
- Requests are reviewed by the Professional Growth Committee and the College President and are funded on a first-come, first-served basis until the funds are depleted.
- Applicant will be contacted when request is approved or denied.

### STEP 3

Attend class/course.

### STEP 4

Submit acceptable evidence of successful completion of the course or program, as well as valid proof of the tuition paid by the faculty member within sixty calendar days after the course or program ends, i.e. official transcripts, certification, or other documentation of successful completion.

Submit information to Academic Affairs Office. It is then reviewed Professional Growth Committee.

### STEP 5

You will be notified when check is received from the District and is available for pick-up in Administrative Services Office.