

FACULTY TUITION REIMBURSEMENT FUND GUIDELINES

1. LAVC tuition reimbursement fund allocation is \$10,508.00 for 7/1/15– 6/30/16.
2. Full-time faculty (contract or regular faculty members) and adjuncts that are on a seniority list may apply for tuition reimbursement. Applications must be submitted prior to the start of the class.
3. Cost of tuition will be paid for enrollment in credit courses at accredited universities or colleges, or participation in workshops, institutes, or other organized activities that are similar programs of formal training and instruction such as those offered by recognized business, industry, governmental, professional, and occupational organizations or associations.
4. The college will reimburse full-time faculty (contract or regular faculty members) 50% of the tuition paid during a single academic year, not to exceed \$2,000 in reimbursement.
5. The college will reimburse adjunct faculty members (who are on a seniority list) 25% of the tuition paid during a single academic year, not to exceed \$1,000 in reimbursement.
6. 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.
7. Requests must be submitted prior to class attendance. Receipts and transcripts must be submitted within sixty days of the end of the course.
8. See Professional Tuition Fund Flow Chart for application procedures. ([Link to fund flow chart](#)).

See Article 23 of the LACCD and AFT Agreement 2014 – 2017 for contract details.