

Seminole Community College
Staff and Program Development
Request for Funding – Professional Study

Section 1 – Employee Complete sections 1, 2, and 3 and submit all pages with required documentation attached, **PRIOR** to the start of the class/workshop. Submit form to Human Resources SPD Office – A-101. **See back of form for instructions.** Detailed instructions can be viewed at http://www.scc-fl.edu/hr/media/spdrequest_for_funding.pdf

Name _____ Employee ID # _____ Today's Date _____
 Dept # _____ Department _____ Full Time
 Part-time (excludes student employment)

Section 2 -Employee - Development Activity (Please put *all* classes you are requesting reimbursement for this term.)

| Course Number | Section Number | Course title, Conference Workshop title, etc. | Credit Hours | CEU |
|---------------|----------------|---|--------------|-----|
|---------------|----------------|---|--------------|-----|

Include payment for tuition, lab fees, job-related test certification fees, etc. **Books, parking fees, convenience fees, test prep courses, testing (other than job-related certification testing), and application fees are not included**

Required: Copy of fee statement attached Copy of course schedule attached **In order to be approved for reimbursement you will need to provide proof of payment. Some third party payments are ineligible for reimbursement – see back of form. You must also receive a grade of C or better.)**

Tuition or Cost \$ _____ Lab \$ _____ Other \$ _____ Total Request \$ _____

What institution are you attending? _____ Beginning date of course _____ Ending date of course _____

Notify the HR SPD Office and Business Office immediately upon dropping, changing, withdrawing from a course, or not attending a conference or workshop so that funds can be reallocated.

Section 3 – Employee - Reason for Study or Training (complete one and forward to Human Resources SPD Office) Instructions on back.

1. Job Related _____
2. Degree/Certificate _____
3. Other (specify) _____

Section 4- Human Resources SPD Office

Employee's Full-time date of employment _____ (must be employed at least 6 months full-time) **OR**
 Employee's Part-time date of employment _____ Accumulated hours must meet minimums within 2-year period prior to beginning of prof. study. Instruct. hrs worked (225-hour min.) _____, Non-Instruct. Non-Student Employment hrs worked (600-hour min.) _____

Yes No Eligibility for request approved _____

 Signature of SPD Representative _____ Date _____

Section 5 – Employee-Certification Upon Completion of Course/Conference

I hereby certify that the above course, conference or workshop **has been completed**. I have not received and will not receive compensation from any source other than Seminole Community College. The initial payments were **not** made by a federal, state, institutional grant, or scholarship. This claim is correct and conforms with policies related to professional study. **Required:** Copy of grade and/or certificate Copy of proof of payment

Sign **after** course is completed _____
 Signature – Employee _____ Date _____

Section 6 – Human Resources SPD - Reimbursement (this is completed by SPD office after course is completed.)

\$ _____
 Amount of Reimbursement _____ Signature SPD Administrator _____ Date _____

Section 7 – Business Office

| | | | | | | |
|-----------------------|------------|---------------|------------|-------------|--------------------|------------------------------|
| Budget Center # _____ | Fund _____ | Program _____ | Dept _____ | Class _____ | Account Code _____ | Total Reimbursement \$ _____ |
| Audited by: _____ | | | | | Date _____ | |

Instructions for “Request for Professional Study”

Employee requesting funding completes sections 1, 2, and 3 and submits form to the Human Resources SPD Office with required documentation. **Form MUST be turned in PRIOR to the start of the class/workshop to be considered for reimbursement.**

Detailed instructions can be viewed at <http://www/hr/spd>.

Section 1

Fill in all requested information.

Section 2

All employees requesting SPD reimbursements for professional study are hereby advised that reimbursements will *only* occur if funds are available at the time the reimbursement is being processed.

Fill in all requested information and attach the required copy of the fee statement and the course registration/schedule. Requests received that are incomplete or are without supporting paperwork will be returned to the employee. Indicate payment for tuition, lab fees, certifications fees, etc. ***Books, organizational memberships, parking fees, late fees, convenience fees, test prep courses, testing (when not job-related certification testing), and application fees are not allowable for reimbursement.*** Full-time employees may request up to \$2000.00 per fiscal year after being employed full-time for 6 months. Part-time non-student employees may request up to \$750.00 per fiscal year after reaching the required accumulated hours. Part-time instructional employees must be employed at the college and have completed 225 contact hours within the 2-year period prior to applying for funding. (Equivalent of one term of hours for a full-time instructor: 15 hour-load x 15 weeks in a term). Non-instructional employees (excluding student employees who are ineligible) need 600 hours.

Section 3

Specify the reason for requesting funding. The reason must be related to your job, such as skill improvement, department need, working toward a degree, professional certification or re-certifications, or a study that contributes to the accomplishment of the college’s mission, vision, and goals. For degree seeking applicants, a planned program of study is **required**. For all other applicants, a statement of the direct relationship of the activity to work improvement is **required**.

Section 4

To be completed by the HR SPD Office. The hours worked by **part-time** non-student employees will be filled in by the SPD office when the form is turned in with sections 1-3 already completed.

Section 5

Submit a copy of your completed grade/certificate along with proof of payment to the HR SPD office, certifying that the activity has been completed. The intent is that reimbursement will be made to employees when the initial payments are related to: personal out-of-pocket expenses, personal loans obtained through financial aid, payments made by family members, the Florida Prepaid College Program, etc. Payments made by federal, state, or institutional grants, (e.g. Pell, Bright Futures), or scholarships are ineligible for reimbursement. Payments made by other third parties will be approved/disapproved according to the intent of this guideline. The form is signed at this time. **Do not sign beforehand.**

Section 6

The SPD office completes this section, **after** the course has ended. No funds will be refunded if paperwork was not approved and turned in prior to the start of class/workshop.

Section 7

The business office will complete this section once all other sections are completed and required documentation has been received.

Required documentation: (1) Copy of fee statement showing class registration and the specific amount requested. (2) Planned program of study, or statement of the direct relationship of the activity to work improvement. (3) Upon completion of activity, submit a copy of grade/certificate and proof of payment.

Please contact the SPD office if you have any questions. This information is also located in the SPD Manual, which is located in the Human Resources section on the SCC web site: <http://www/hr/spd/>