PORTLAND COMMUNITY COLLEGE
TUITION REIMBURSEMENT AUTHORIZATION FORM

GUIDELINES:

- Tuition Reimbursement is for all full-time employees or for Faculty or Academic Professional participating in a job share working at least .50 of a 1.0 FTE position. You must reapply each term for reimbursement by the deadlines listed below.
- Only credit courses taken at an accredited institution are reimbursable. There is no reimbursement for courses offered at PCC. Tuition reimbursement is not available for seminars, workshops and CEUs, except for "seminars" which are part of a regular undergraduate/graduate program and which provide a grade.
- A maximum of 4 credits per PCC term will be reimbursed.
- Reimbursement is based on the regular Portland State University rates regardless of the institution you attend and is pro-rated based on the number of requests, the funds available and, if in a job share, by FTE.
- Request forms must be submitted by the deadline each term.

INCOMPLETE INFORMATION WILL DELAY YOUR REIMBURSEMENT

Name: _____ ID#: G_____

Home Address: _____ City/Zip: _____

E-mail Address: _____@pcc.edu Ext: _____ Campus: _____

Your Employee Classification: ☐ Academic Professional ☐ Classified ☐ Confidential ☐ Faculty ☐ Management

# of Credits: _____ **Check one:** ☐ Graduate Studies ☐ Undergraduate Studies

☐ Summer term 2026 (deadline: 7/11/26)
☐ Fall term 2026 (deadline: 10/11/26)
☐ Winter term 2027 (deadline: 1/17/27)
☐ Spring term 2027 (deadline: 4/11/27)

Name of Accredited College/Institution: _____

Course #(s) and Title(s): _____

_____

_____

I have read the tax information provided and understand that undergraduate and graduate-level courses will be considered taxable income if the courses are not job-related or if they qualify me for a promotion or new trade.

Employee Signature: _____ Date: _____

To Be Completed by Applicant's Supervisor: I declare that the above-named is a Full-time Employee or is a Faculty or Academic Professional participating in a Job Share and working at least .50 of a 1.0 FTE position. I have read the tax information and further declare that:

__ This **undergraduate or graduate course** will enhance the employee's skills used in his/her current job and **does not** qualify the employee for a promotion, new trade or business.

__ This **undergraduate or graduate course(s)** is not job-related and is not needed for the employee's current job.

__ The Applicant is participating in a **Job Share** and working _____ FTE.

Supervisor Signature: _____ Date: _____

- Submit the completed form to **benefits-group@pcc.edu**, by the deadline set for each term.
- You will be notified via e-mail your pre-approved reimbursement amount.After completing the course(s), send your grade slip and proof of payment to **benefits-group@pcc.edu**. Any one of the following will be accepted for proof of payment: the original tuition receipt, a copy of both front and back of your check, an account summary from a web site or a copy of your credit card statement. Course grade must be a "C" or better. Your check will be sent to your home address.

To be completed by HR: Pre-Approval Amount: $ _____ Date: _____ By: _____