



FAYETTEVILLE TECHNICAL  
COMMUNITY COLLEGE

FUTURE  
STUDENTS

CURRENT  
STUDENTS

MILITARY  
STUDENTS

CONTINUING  
EDUCATION

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### Tuition/Required Fee Reimbursement

**Administrative Procedures Manual I-9.1.2** - The desire to pursue formalized course work toward a degree is an individual matter. Provided funds are available, the College will reimburse the employee up to \$500.00 per school year for tuition and required fees for course work directly supportive of the employee's current job responsibilities or for courses required in an educational program directly related to the employee's current job. If reimbursement is expected, the employee must submit a "Course Approval" and receive approval from his/her supervisor and appropriate vice president before enrolling in a course. Before reimbursement, the employee must submit a "Request for Tuition Reimbursement," and attach a copy of approval to enroll in the course, a canceled check or receipt for tuition, and evidence of satisfactory completion of the course to the Vice President for Human Resources. Satisfactory Progress is defined as a "C" or better for an undergraduate course, and "B" or better for a graduate course. Employees are expected to continue their employment with the College for a minimum of one full year (12 months) after receiving tuition/required fee reimbursements. In the event the employee resigns during this time period, he/she will refund the College the tuition/required fee reimbursement paid to him/her the previous year. This fee could be paid by offsetting wages due at the time of resignation. Exceptions to this policy may be approved by the President.

[Request for Course Approval](#)

[Request for Tuition Reimbursement](#)

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