**CCCUE Tuition Reimbursement Program**

**The CCCUE Executive Board encourages and supports
our Union members in furthering their education.
We are happy to be able to offer this additional benefit to you! To that end, we have prepared the following tuition reimbursement program!**

**ELIGIBILITY:**You must be a current CCCUE member in good standing throughout the entire process.
 **ITEMS ELIGIBLE FOR REIMBURSEMENT:**Courses offered only and directly through Cuesta College (no Community Program classes, etc.), up to $46 per credit hour. We will also reimburse normal and usual health fees and student representation fees.
Up to 9 units will be reimbursed per fiscal year. (July – June annually.)

**QUALIFICATIONS FOR ELIGIBILTY:**1) CCCUE members must complete a California Promise Grant Application (BOGG) to see if they qualify for funding through the State of California for their classes. A copy of the Financial Aid determination must be submitted as part of your reimbursement paperwork. **\***

2) A class schedule/receipt found on the My Cuesta Student tab needs to be submitted along with the grades for each class in order to be eligible for any and all reimbursements.

3) We realize at times there may be extenuating circumstances beyond your control that would preclude completing a class. Should that occur, please contact the CCCUE President. The E-Board will evaluate your circumstance & consider reimbursement.

**PROCESS:**Applicants will submit copies of the Class Schedule/Receipt which includes all units taken, fees incurred and any financial aid disbursements. In addition, please submit proof of class completion with grades and contact information to the current CCCUE Treasurer for reimbursement. Reimbursement requests MUST be received by June 30th of the current ending Fiscal year. Notifications of semester reimbursement schedules will be posted in the monthly newsletter. Once verified, the check will be made payable to each individual employee. Employee will be responsible for any and all taxes or other financial obligations regarding the reimbursement. **This program may be withdrawn at any time, for any reason. We will reimburse any currently enrolled members, however.**

 **If you have any further questions, please don’t hesitate to ask.**

**Thank you,**

**Your CCCUE Executive Board**

Rebecca Carter, President
Hunter Perry, Vice-President
Athene Gatley, Treasurer
Kathy Nelson, Secretary
Dee Limon, Advocate

**\*Revision Effective Spring 2019 Semester**