

**APPLICATION FOR
TRAINING AND TUITION
REIMBURSEMENT**

CT-HR-29 Revised 05/16

SEBAC PLACEMENT AND TRAINING COMMITTEE



**IMPORTANT! THIS APPLICATION MUST BE SUBMITTED TO THE DEPARTMENT OF ADMINISTRATIVE SERVICES
FOUR WEEKS PRIOR TO THE BEGINNING OF THE COURSE(S).**

NOTE: Upon completion of course(s) you must SUBMIT 2 COPIES OF ALL RECEIPTS and PROOF OF PASSING to the DAS-SEBAC RIGHTS UNIT by Feb. 1st, fall & summer courses, June 1st, spring courses.

NAME (Last)		(First)	(Middle)	FORMER EMPLOYEE NUMBER		IMPORTANT COLLECTIVE BARGAINING UNIT CODE		
HOME MAILING ADDRESS (No. and Street)			(City or Town)	(State)	(Zip)	DEPARTMENTAL PAYROLL CODE		
FORMER TITLE		DEPARTED AGENCY NAME			DEPARTED AGENCY PHONE NO.			
DEPARTED AGENCY ADDRESS (No. and Street)		(City/Town)	(State)	(Zip)	EMAIL ADDRESS			
EDUCATIONAL INSTITUTE (Name)				START		FINISH		
				Mo.	Day	Yr.	Mo.	
				Day	Yr.	Mo.	Day	
				Yr.	Mo.	Day	Yr.	
ADDRESS (No. and Street)			(City or Town)	(State)	(Zip)			
COURSE INFORMATION	TITLE AND NUMBER OF COURSES						NUMBER OF CREDITS*	
	1.							
	2.							
	3.							
	4.							
	The above courses are		<input type="checkbox"/> Graduate	<input type="checkbox"/> Undergraduate			TOTAL CREDITS*	
EXPLAIN HOW THESE COURSES WILL QUALIFY YOU FOR ADDITIONAL JOB SPECIFICATIONS. IF APPLICABLE, EXPLAIN HOW THESE COURSES WILL QUALIFY YOU FOR EXPANDED DUTIES WITHIN A SPECIFICATION FOR WHICH YOU ARE ALREADY MINIMALLY QUALIFIED								
COST IMPORTANT Be sure to show the cost of EACH CREDIT as well as the total cost of all credits in applicable spaces at the right PAYMENT IS SUBJECT TO AVAILABLE FUNDS! *Refer to non-credit conversion chart		CHARGE PER CREDIT	\$	X TOTAL NO. CREDITS*	TOTAL = CREDIT COST		\$	
		Service Fee (Community Colleges Only)						
		Laboratory Fee						
		Other Fees						
		Sub Total						
		LESS - Financial-Aid Received from Other Sources						
		NET COST						
APPLICANT'S CERTIFICATION		I certify that I am familiar with the guidelines for tuition reimbursement and will comply with them. I will notify the Placement and Training Committee if a course is failed or dropped.						
		SIGNED (Applicant)			DATE			
COMMITTEE RECOMMENDATION		We have reviewed the guidelines and this application. ("X" APPROPRIATE BOX) I DO <input type="checkbox"/> DO NOT <input type="checkbox"/> recommend this person's participation.						
		COMMITTEE APPROVAL OFFICER (Signature)		DATE RECEIVED BY PTC	EMAIL		TELEPHONE NO.	
		IF APPLICATION IS DENIED, STATE REASON AND FORWARD TO THE APPLICANT						
FOR USE IF APPLICATION IS NOT APPROVED		PLACEMENT AND TRAINING COMMITTEE'S DECISION						
		SIGNATURE					DATE	
FOR COMMITTEE USE ONLY		AMOUNT TO BE REIMBURSED			DATE RECEIPT AND GRADES SUBMITTED	DATE PAYMENT REQUESTED		
		\$						
FOR OSC USE ONLY		PRIORITY LIST DATE	NOTES:		PROCESSED BY:	DATE		

DISTRIBUTION: - DAS - Comptroller's Administrative Services Division, Tuition Unit -Employee

PT-102 INSTRUCTIONS

For information regarding eligibility requirements, please refer to the Eligibility section on page two of these instructions.

This application must be submitted to the Placement and Training Committee (see below) at least **four weeks prior** to the start of classes.

This application must state the cost per credit for the course. Any financial aid received from other sources, e.g. BEOG, Title XX etc. must be disclosed. If a loan is paid directly to the educational institution a statement must be submitted with the application explaining that financial aid is in the form of a loan.

Any changes in course titles, **failure, or dropping** of a course must be reported to the committee within 10 days.

All tuition reimbursements may be subject to taxation. Recipients should refer to **IRS regulations - Section 132IRC** or consult a tax professional with questions concerning the reportability of a tuition reimbursement. It is the employee's responsibility to determine if a reimbursement is reportable and therefore taxable.

Authorization to participate in the tuition reimbursement program will be sent to each applicant. All correspondence programs, preparation and self-development programs must be reviewed by the Placement and Training Committee **prior** to an applicant beginning the course of study.

At the end of each semester, authorized applicants must submit receipt of payment and grade report or transcript to the Placement and Training Committee. This paperwork **must** be received by the agency no later than **February 1st** for Summer and Fall semester courses and **June 1st** for Spring courses.

A fiscal year is July 1st to June 30th. For example: July 1, 2015 through June 30, 2016 is fiscal year 2016.

Send the completed form to DAS at DAS- SEBAC Rights, 450 Columbus Boulevard, Hartford, CT 06103, or email to DAS-DLSEBACRights@ct.gov or fax to (860) 622-2967.

Also send a copy of the completed form to your union president.

Eligibility

In order to be eligible to receive tuition reimbursement, the applicant, educational institution and course must meet the following requirements:

1. **Applicant Eligibility-** Eligibility will be determined by the Placement and Training Committee in accordance with the SEBAC agreement.

2. **Educational Institution:** Educational institutions of must be accredited. You can check the Council for Higher Education Accreditation database at www.chea.org or the [US Department of Education Database of Accredited Postsecondary Institutions and Programs](#) to confirm that your educational institution is accredited. If you are attending a Private Occupational School, you can verify that the school has been approved by the State of Connecticut Office of Higher Education by checking their list of [Approved Private Occupational Schools](#). You can also check the [Accrediting Council for Continuing Education & Training](#).

3. **Course Eligibility:** The Placement and Training Committee will determine the eligibility of the requested course in accordance with the SEBAC agreement.

4. **Use the chart below to convert non-credit course hours to credits:**

Hrs./Course	# Credits	Hrs./Course	# Credits	Hrs./Course	# Credits
6 - 14	1	80	6	140	11
15 - 29	2	92	7	152	12
30 - 44 *	3	104	8	164	13
56	4	116	9	176	14
68	5	128	10	188	15

* Each additional 12 hours after 44 hours equals one additional credit.