

REQUEST FOR VALENCIA COLLEGE COURSE TUITION

Employee Name: _____ Employee VID: _____

Employee's Start Date of Full-time Employment: _____

Student Name (if other than employee): _____ Student VID: _____

Student Relationship to Employee (Select One) Spouse Domestic Partner Child

If Child, Birthday: _____ (Only dependent children aged 26 and younger are eligible.)

This class is a Valencia Academic Credit Course Valencia Continuing Education Course

For academic credit courses, please select one: Fall Spring Summer Year _____

Are you a degree or certificate-seeking student at Valencia? Yes No

If yes, list program name: _____ Anticipated program completion date: _____

For continuing education courses, list dates of course. Start date: _____ End date: _____

Course #	Course Title	Day/Time	Contact or Credit Hours	Cost of Tuition and Fees
Total Credit Hours:		Total Cost of Tuition:		

Note for Employees:

I understand that if my total Employee Development Funds reimbursement exceeds the approved amount, I am responsible for full payment of all course fees in excess of that amount. To verify appropriate use of funds, I may be asked to provide documentation of successful completion of my course(s). If your dependent is taking a class, your signature certifies that they are an eligible spouse, child, or domestic partner. Dependents will be required to reimburse the college for any tuition paid to ineligible recipients. Employees may be asked to provide documentation showing dependent eligibility and successful course completion.

Employee Signature: _____ **Print Name:** _____ **Date:** _____

Supervisor Signature: _____ **Print Name:** _____ **Date:** _____

Approval by Employee's Supervisor (required only if employee is taking classes. Not required for dependent's classes.)

*This form must be completed to be processed.

***This form must be turned in to Employee Development no less than 10 business days prior to the payment deadline.**

Eligibility Verification – ODHR use only: Funds available Funds not available Other

Comments:

Print Name: _____ **ODHR Signature:** _____ **Date:** _____

QUICK REFERENCE INFORMATION FOR REQUEST FOR VALENCIA COLLEGE COURSE TUITION

For Employees:

- This Request for Valencia College Course Tuition uses your Employee Development Funds to cover tuition for Valencia College academic credit classes and Valencia College Continuing Education classes.
- Employee Development Funds are available to Valencia College employees who have been employed with the college full-time, continuously (with no breaks in service) for at least six months.
 - Eligible degree or certificate-seeking employees may take up to 30 credits for the academic year as approved by the District Board of Trustees and as prescribed by statute, rules, or regulations.
 - Eligible non-degree or certificate-seeking employees may take up to \$1,400 total EDF funds per fiscal year including Valencia College tuition requested through this form.
- This form shall not cover application fees, private instruction, independent study, special music fees, or special fees paid to a third party.

For Dependents:

- Persons who are spouses or dependents, as defined by the Employee, Dependent and Program Development Funds Policy, of full-time, current employees who have been employed at Valencia College for a minimum of six continuous months are eligible to have tuition and fees covered not to exceed the total matriculation fees assessed for 30 in-state credit hours.
- Dependents who are children must be age 26 or younger to be eligible to receive funds.
 - This form shall not apply to application fees, private instruction, independent study, special music fees, or special fees paid to a third party.
- No funds are taken from the employee's Employee Development Funds when dependents use this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

STEP 1: COMPLETE EMPLOYEE INFORMATION

- Employee's Name, VID, and Start Date of Full-time Employment

STEP 2: COMPLETE DEPENDENT INFORMATION (IF APPLICABLE)

- Student Name (if other than an employee), Student VID, and Student Relationship to Employee. Select Spouse, Domestic Partner, or Child. If the child, indicate the child's birthday.

STEP 3: SELECT CLASS TYPE AND WHEN IT TAKES PLACE

- Valencia Academic Credit Course: This is a class for academic credit. You must apply to the college through the normal student process to be accepted to the college and register for these courses.
- Valencia Continuing Education Course: This is a class offered through Valencia Continuing Education. These courses do not require you to apply to Valencia College as a student. You do not sign up for these classes via the website. After this form is processed, the Continuing Education office will register you for your course. Do not use a P-Card to pay for course registration.
- For academic credit courses, select Fall, Spring or Summer and indicate year.
- For Continuing Education courses, indicate the start and end date of the course.

STEP 4: COMPLETE CLASS INFORMATION

- Complete Course #, Title, Day/Time, Contact or Credit Hours, and Cost of Tuition and Fees.
- Add all contact or credit hours and list the total in the box that says Total Credit Hours.
- Add all tuition costs and list the total in the box that says Total Cost of Tuition.

STEP 5: EMPLOYEE SIGN AND DATE FORM

STEP 6: DIRECT SUPERVISOR PRINT NAME, SIGN AND DATE

- This step is only required if the employee is requesting to take a class. No supervisor signature is required if this form is being submitted for an employee's dependent to take a class.

STEP 7: SEND THE COMPLETED FORM TO EMPLOYEE DEVELOPMENT

- To expedite processing and avoid delays email to: employeedevelopment@valenciacollege.edu

ADDITIONAL RESOURCES

[Employee, Dependent and Program Development Funds Policy](#)

[Employee, Dependent and Program Development Funds FAQs](#)

AccountsReceivable@valenciacollege.edu (for questions regarding Valencia tuition payments and processing)

ce_businessoffice@valenciacollege.edu (for questions regarding Continuing Education payments and processing)