

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: Spouse Domestic Partner Child (Select One)

If Child, Birthday: _____ (Only dependent children aged 23 and younger are eligible.)

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

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

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

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

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

CRN	Course #	Title	Contact or Credit Hours	Meets on (Days of Week)	Time	Cost of tuition
Total Credit Hours: _____			Total Cost of tuition: _____			

Note for Employees: I understand that if my total Employee Development Funds tuition/conference registration reimbursement exceeds the approved amount, I am responsible for full payment of all course fees in excess of that amount. I understand that taking Valencia classes using this form deducts from my \$1,100 EDF annual total. (You may contact Organizational Development and Human Resources at 407-299-HR4U (4748) or email HR4U@valenciacollege.edu to check your annual total.) To verify appropriate use of funds, I may be asked to provide documentation of successful completion or my course(s).

Employees who are degree- or technical-certificate-seeking at Valencia College may take a maximum of 18 credits per fiscal year. Non-degree or continuing education employees are eligible for a maximum of \$1,100 per fiscal year. This form must be received in the ODHR Regional Solution Center at least five business days before payment deadline.

If your dependent is taking a class, your signature certifies that he or she is 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.

Employee Signature _____ **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 complete to be processed. **Incomplete forms will be returned.**

***This form must be turned in to the ODHR Regional Solution Center no less than 5 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:

- o 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.
- o 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.
- o Eligible degree or technical-certificate-seeking employees may take up to 18 credits for the academic year as approved by the District Board of Trustees and as prescribed by statute, rules or regulations.
- o Eligible non-degree or career-certificate-seeking employees may take up to \$1,100 total EDF funds per fiscal year including Valencia College tuition requested through this form.
- o This form shall not cover application fees, private instruction, independent study, special music fees, special fees paid to a third party or special fees paid to Valencia College.
- o This form must be received in your ODHR Regional Solution Center at least five business days before payment deadlines.

For Dependents:

- o 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 covered for credit or noncredit registration fees up to a maximum of six in-state credit hours per term with a maximum fee not to exceed the total matriculation fees assessed for six in-state credit hours as approved by the District Board of Trustees and as prescribed by statute, rules or regulations.
- o Dependents who are children must be age 23 or younger to be eligible to receive funds.
- o This form shall not apply to application fees, private instruction, independent study, special music fees, special fees paid to a third party or special fees paid to the College.
- o No funds are taken from the employee's Employee Development Funds when dependents use this form.
- o This form must be received in the ODHR Regional Solution Center at least five business days before payment deadline.
- o Children of two Valencia College employees are eligible for a maximum of 12 in-state credit hours per term.

INSTRUCTIONS FOR COMPLETING THIS FORM

STEP 1: COMPLETE EMPLOYEE INFORMATION

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

STEP 2: COMPLETE DEPENDENT INFORMATION (IF APPLICABLE)

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

STEP 3: SELECT CLASS TYPE AND WHEN IT TAKES PLACE

- o 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.
- o 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.
- o For academic credit courses, select Fall, Spring or Summer and indicate year.
- o For Continuing Education courses, indicate start and end date of course.

STEP 4: COMPLETE CLASS INFORMATION

- o Complete CRN, Course #, Title, Contact or Credit Hours, Meets on, Time and Cost of tuition.
- o Add all contact or credits hours and list total in box that says Total Credit Hours.
- o Add all tuition costs and list total in box that says Total Cost of Tuition.

STEP 5: EMPLOYEE SIGN AND DATE FORM

STEP 6: DIRECT SUPERVISOR PRINT NAME, SIGN and DATE

- o 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 COMPLETED FORM TO YOUR REGIONAL ODHR SOLUTION CENTER.

- o East, Winter Park and School of Public Safety - send to Mail Code: 3-7
- o West and District Office - send to Mail Code: 4-40
- o Osceola, Lake Nona, Poinciana and Advanced Manufacturing Training Center - send to Mail Code: 6-1

ADDITIONAL RESOURCES

- o [Employee, Dependent and Program Development Funds Policy](#)
- o [Employee Development Funds Frequently Asked Questions](#)
- o Contact information for Valencia College Accounts Receivable (this office can answer questions about Valencia tuition payments and processing).
 - o AccountsReceivable@valenciacollege.edu.
- o Contact information for Continuing Education
 - o ce_info@valenciacollege.edu