

MAT Professional Growth Tuition Application Information and Procedures
Do not send this instruction page with application packets

- I MAT PG AWARD FUNDING** per eligible MAT employee for the 2008/09Fiscal Year:
\$3,000 maximum (total for any combined tuition, book, and/or activity PG award, based on available funds).
- II MAT PG AWARD ELIGIBILITY**
- A Regular, MCCCCD board-approved employee for **12 months before the start date of class** (OSO, or OYO contract excluded)
 - B Salary is 51% or more from Unrestricted Fund 1 or Auxiliary Fund 2, grades 13-20 inclusive
 - C Not participating in the MCCCCD early retirement program
 - D Not participating in a sabbatical program
- III COMPLETE THE APPLICATION FORM. (Incomplete applications will be returned)**
- A **Attach** a copy of the **program of study** for your particular program.
 - B **Include** the cost of tuition only - **no fees (attach documentation of credit hour cost)**.
 - C **A separate application is required** for each MAT PG funding quarter, based on the class's start date.
- IV Tuition Reimbursements Rates - DO NOT INCLUDE FEES**
- A **For Arizona State Universities** (ASU, NAU, UofA) – current rates per credit hour
 - B **For Non-Arizona State Universities** - up to **\$250** per semester credit hour and **\$187.50** per quarter credit hour
 - C Please indicate if the University or College you are attending is a semester or quarter system.
- V SUBMIT APPLICATION SETS** (*a set is the application and supporting documentation*)
- A **MUST BE SUBMITTED PRIOR** to the last day of class. (suggest applying before class begins)
 - B **SEND TO** Campus Professional Growth Representative
 - C **MUST BE RECEIVED BY THE DEADLINE - first Wednesday (5 p.m.) of the month**
A total of **Two (2) Sets** (individually stapled) one (1) original SET, and one (1) copy
- VI APPLICATION REVIEW:** Meeting once a month on Thursday, eight days after the Wednesday deadline
- VII AWARDS ANNOUNCEMENT:**
The PG Chair/designee will send an e-mail memo regarding the committee decision and award amount to each applicant.
- VIII AWARD NOT USED/ALTERED:**
Notice of class **alteration or cancellation must be sent** via e-mail to campus MAT PG representative and MAT PG chair (mat.pgchair@domail.maricopa.edu) **immediately** so the funds can be reallocated or used for another applicant.
- IX REIMBURSEMENT, AFTER COURSEWORK COMPLETED**
- A Reimbursement Requests must be made within 30 days after the completion of the course
 - B Obtain the **Educational Assistance Reimbursement Request (EARR) Form** from the MAT web site.
 - C **Send the completed form with the appropriate attachments (listed below)** to your campus MAT PG Representative, who will verify award and attached documents. The MAT PG Representative will sign it and forward to HR for the actual reimbursement process
 - 1. **COPY** of the PG Award Notice
 - 2. Completed **EDUCATIONAL ASSISTANCE REIMBURSEMENT REQUEST FORM**
 - 3. Copy of posted **official** grade report
 - D Reimbursements are distributed through Payroll after approval by the MAT PG Representative
 - E To be reimbursed from the current fiscal year funds: reimbursement forms, grade reports and receipts must be received by the PG Representative prior to June 15, unless previous arrangements have been made

For Professional Growth information, go to the MAT web page: <http://www.maricopa.edu/mat/>

Note: Use the Tab key to move through the form fields. Shift + Tab moves the cursor back.

Date Rec'd _____
 Time Rec'd _____

MAT Professional Growth Tuition Application 2008-09

A separate application is required for each MAT PG funding quarter, based on the class's start date.
 Incomplete applications **WILL NOT** be considered and will be returned to sender for completion.
 Applications will be reviewed for the budget quarter in which the class begins.

 Name Work Phone Date

 College Department Position Title

E-Mail: _____

Your MCCCDC Board-Approved Hire Date/Year: _____ #Hours per Week You Work: _____

Select Quarter or Semester you are attending: _____

Course Level: _____ University/College _____

Course Prefix and Title <i>Ex: AMP340 Management Principles</i>	Credit Hours:	Start Date:	End Date:	Cost per Credit Hour excluding any fees \$	Tuition Cost (no fees)
Total Credits		TOTAL FUNDING REQUESTED			

For **Arizona State Universities** tuition is awarded at current rates per credit hour.
 For **NON-Arizona State Universities** tuition is awarded up to **\$250** per credit hour for semester system, or **\$187.50** per quarter system. For non-state universities, include a copy of the current tuition charges.

Guidelines for Determining Approval of Requests

One sentence indicating how participating in the above mentioned course(s) benefit your professional and/or personal goals?

Reimbursement requires successful completion of course with a definitive passing grade (letter grade of "C" or better or passing as determined by institution of higher learning). An official grade report and completed EARR form are submitted to the campus MAT PG Representative for processing.

In signing this document, I authorize MCCCDC, the MAT Professional Growth Committee, or its representatives to obtain official educational records for authentication purposes including, but not limited to official grades/transcripts, prior to any educational reimbursements.

 Applicant's Signature Print Name Date

One original (+ 1 copy) individually stapled application sets (application and complete documentation) must be received by 5:00 p.m. on the first Wednesday of the month by your Campus MAT Professional Growth Committee Representative. The Committee meets once a month on Thursday, eight days after the Wednesday deadline.
 Questions: See instructions, Page 1 or contact your campus PG Representative.