



## **Classified Staff Tuition Reimbursement Program**

LBCCD encourages professional growth through staff development.

Follow the guidelines below and receive reimbursement for taking classes towards earning your degree.

### **Tuition Reimbursement Guidelines**

- **Coursework must be related to and/or enhance the staff member's current area of classified service and taken at an accredited community college, college or university, or adult school**
- **Work with a counselor or academic advisor at LBCC, another community college, or a four-year college and develop a "Career Development Plan" (See Sample Form A)**
- **Have your supervisor approve and sign your "Career Development Plan" and your class schedule; send a copy of your signed "Career Development Plan" to HR- Staff Development Coordinator-G-3 for allocation of funds. All funds are allocated on a first come, first served basis. An individual may request up to \$400 in one year or a total of \$1000 over a three-year period, subject to funding availability.**
- **Register and attend class**
- **After completion of class, complete the Classified Staff Development Request For Reimbursement form (HR028; See Sample Form B), and a LBCC Cash Voucher (See Sample Form C)**
- **Send these forms along with a transcript or grade report with the passing grade or credit to HR- Staff Development Coordinator- G-3. All forms must be received within one month of course completion or the funding will be reassigned.**

Questions? Please contact Monica LaBenda, Staff Development Coordinator,  
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