PIEDMONT
COMMUNITY COLLEGE
FOUNDATION INC.

Course Tuition/Registration Reimbursement Request

The Piedmont Community College Foundation, Inc. is pleased to provide funding for faculty and staff to take one Piedmont Community College course per academic year for tuition or registration fee. This course may be a degree, diploma, certificate or a continuing education course. **The course must be job related and taken to enhance job performance as a PCC employee.** Approved requests will be funded on a first-come – first-served basis, until all allotted funds are expended. Development programs funded by the institution, such as workshops and seminars conducted for employees to fulfill their present job responsibilities will not be funded by this program nor will classes taken at the request of a supervisor. **Reimbursement will be made upon the submission of this request and proof of successful completion of the course to the Foundation office.**

Employee Name: _____ **Date:** _____

Employee Position: _____

Please Check: **Full-Time Employee**   **Part-Time Employee**

Course Title: _____

Course Beginning Date: _____   **Ending Date:** _____

Course Location: _____

Tuition (Degree, Diploma or Certificate Course, *maximum of 3 credits) $_____

Registration Fee (C.E. Course) $_____   (Maximum $200.00)

Educational Objective: (How will this course enhance your performance as a faculty or staff member at PCC?)

_____
Employee's Signature   **Date**

_____
Supervisor's Signature   **Date**

_____
Vice President's Signature   **Date**

_____
PCC Foundation Executive Director Signature   **Date**
*based on current tuition/fee rate schedule   *Form Updated 8/22/24*