

TUITION ASSISTANCE PROGRAM

MCCS' commitment to *your* professional development



ELIGIBILITY CRITERIA

- Full-time, part-time, or flexible MCAS Miramar MCCS NAF employee averaging 25 hours per week.
- Has been employed with MCCS Miramar for at least 12 months.
- TA is applied for no earlier than 30 days and no later than two weeks prior to course start date.
- Employee has not received a Letter of Reprimand or been suspended in the 12 months preceding the course start date, and a performance rating of “exceeds expectations” or above was achieved in the most recent annual evaluation.

REIMBURSEMENT CRITERIA

- Employees approved for TA may receive up to \$3,000 reimbursement per MCCS fiscal year.
- Employees must receive a “C” or higher in letter grade courses, or a “pass” in pass/fail courses.
- To apply for reimbursement, employee must submit proper documentation of satisfactory course completion and original receipts for covered expenses within 30 days after course end date.
- TA provides a reimbursement for tuition, registration fees, course related lab fees, and books; however, TA does not reimburse for housing, parking, sales tax, or health and application fees.

YOUR OBLIGATION

- Must remain employed with MCCS Miramar for at least 12 months following the course end date.
- If an employee doesn't remain employed at MCCS Miramar for the full obligation period, the employee will repay the TA benefit that was reimbursed at a prorated amount.

ASK YOUR SUPERVISOR FOR AN APPLICATION OR VISIT [MCCSMIRAMAR.COM/EMPLOYEE-TRAINING](https://mccsmiramar.com/employee-training) TODAY!

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Tuition Assistance reimbursement depends upon funding availability.