



ACADEMIC AFFAIRS PROFESSIONAL DEVELOPMENT **FUNDING REQUEST APPLICATION INFORMATION**

ALL APPLICATIONS MUST BE PROCESSED ELECTRONICALLY!

If you have a paper application, scan and send to:

aaprofessionaldevelopment@qcc.mass.edu

1. **SUBMIT APPLICATIONS 30 DAYS PRIOR TO EVENT/TRAVEL/COURSE**
 - Applications will be presented for consideration at the next scheduled Academic Affairs Professional Development Committee meeting which meets on the third Tuesday of each month.
 - Applications received less than 30 days prior to event/travel or the start date of a course, may not be considered for approval.
2. **YOU ARE REQUIRED TO PAY ALL EXPENSES UP FRONT.** Academic Affairs Professional Development funds are REIMBURSEMENT ONLY.
3. **APPLICATIONS ARE FILLABLE FORMS**
 - Click on the application, download and save it to your computer. Then open it on your computer and enter the information.
 - Hand-written applications are not acceptable.
 - Obtain required supervisor signatures.
 - Procedures and eligibility requirements are included in each application.
4. **PRIOR APPROVAL IS REQUIRED.** All applications must be submitted and approved prior to activity. Academic Affairs Professional Development will not reimburse retroactively.
5. **ATTACH DOCUMENTATION** for your funding request
 - conference/project information, brochures, websites, etc.
 - travel arrangement confirmations (registration, hotel, airfare, etc.)
 - googlemaps for mileage showing start and destination points
 - course description and cost

Academic Affairs Professional Development Tuition Funding Request Procedures

STEP 1

Complete Part I

- Thirty days prior to taking any courses, complete the Application for Tuition, Part I. All requests must be typed. This is a typeable form
- Include documentation for course
- Sign & date
- Retrieve required signatures
- Forward to the AA Professional Development Office: aaprofessionaldevelopment@qcc.mass.edu.

FUNDS ARE REIMBURSEMENT ONLY. APPLICANTS ARE REQUIRED TO PAY ALL EXPENSES UP FRONT.

This is NOT a required Step for Faculty & Staff



- * AA Professional Development Committee meets to review requests on the third Tuesday of the month
- * Approval of all tuition funding requests is at the discretion of the Committee. Applicants will be notified in writing of the Committee's decision
- * Only approved funding is reimbursed

STEP 2

A Purchase Order Request (POR) will be submitted for you

- Once the Application for Tuition has been approved by the committee, a Purchase Order Request will be submitted for you
- You will then receive an email that a POR has been submitted in your name
- Once the POR is approved, you will receive an email of the Purchase Order (PO)

STEP 3

Complete Part II: Reimbursement

- Within 30 days after the course has been completed
- Complete Professional Development Tuition Reimbursement Request, Part II
- Sign & date
- See list of required documentation
- Include approved QCC Purchase Order
- Submit to AA Professional Development Office: aaprofessionaldevelopment@qcc.mass.edu

STEP 4

Complete a one-page summary:

- Complete a one-page summary of the course describing how this experience will enhance student success and how this information will be shared with other members of the College community

STEP 5

Complete one of the following:

- Article/report for the QCC Wyvern Guardian newsletter
- Presentation to the College community
- Presentation to Department of School/Area

**ACADEMIC AFFAIRS PROFESSIONAL DEVELOPMENT
 TUITION FUNDING GUIDELINES**

Purposes	Eligibility Requirements for Available Funding	Procedure	Application Notes	Contact Person	Additional Requirements
<p>Professional development activities include (but are not limited to) the following:</p> <ul style="list-style-type: none"> * Conferences * Workshops * Trainings * Presentations * Sabbaticals: Travel and Lodging only (excludes meals) * Certifications and Re-certifications for Professional Credentials related to QCC position and relevant to the College. 	<p>Full-time Faculty & Staff</p> <ul style="list-style-type: none"> • Maximum of \$1,500 within a two fiscal year funding cycle. <p>Part-time Faculty</p> <ul style="list-style-type: none"> • When seniority is attained. (Maximum of \$300 within a two fiscal year funding cycle.) • After five years of seniority is attained (Maximum of \$1,500.00 within a two fiscal year funding cycle.) <p>Part-time Staff</p> <ul style="list-style-type: none"> • After two consecutive years of employment (Maximum of \$300 within a two fiscal year funding cycle.) • After five consecutive years of employment. (Maximum of \$1,500.00 within a two fiscal year funding cycle.) <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>FUNDS ARE REIMBURSEMENT ONLY. APPLICANTS ARE REQUIRED TO PAY ALL EXPENSES UP FRONT.</p> </div>	<p>1. Thirty days prior to course, complete the Application for Tuition Funding, Part I. All funding requests must be typed. This is a typable form.</p> <ul style="list-style-type: none"> - Sign & date - Retrieve required signatures - Forward to AA Professional Development Office: aaprofessionaldevelopment@qcc.mass.edu <p>AA Professional Development Committee meets to review applications. Approval of all travel funding requests is at the discretion of the Committee. Applicants will be notified in writing of the Committee’s decisions. Only approved funding is reimbursed.</p> <p>2. Once the Application for Tuition Funding has been approved, a Purchase Order Request (POR) will be submitted for you.</p> <p>3. After the course is completed: To receive reimbursement, within 30 days after completion of course, submit the following:</p> <ol style="list-style-type: none"> 1. AA Professional Development Reimbursement Request, Part II 2. Sign & date 3. See list of required documentation 4. QCC Travel Purchase Order <p>Forward to AA Professional Development Office: aaprofessionaldevelopment@qcc.mass.edu</p>	<p>Applications for Tuition Funding will be considered on a first-come, first-served basis, and on merit and relevancy to the institutional goals and priorities (Strategic Plan), the mission of the College, and remaining available funds.</p> <p>If a staff/faculty member is no longer employed by the College, reimbursement will not occur.</p> <p>Please note: If the approved funds are not utilized and the staff/faculty member has not notified Staff Development, the member will not be eligible for funds in that amount for that two fiscal year period in which funds were approved but not used.</p>	<p>Coordinator of Academic Affairs Professional Development</p> <p>aaprofessionaldevelopment@qcc.mass.edu</p>	<p>4. Complete a one-page summary: All recipients of tuition funding awards are required to submit a one-page summary that describes how this experience will enhance student success and how it will be shared with other members of the college community</p> <p>5. Complete one of the following:</p> <ul style="list-style-type: none"> * Article/report for the QCC Wyvern Guardian newsletter * Presentation to the College community * Presentation to Department or School/Area



**ACADEMIC AFFAIRS PROFESSIONAL DEVELOPMENT
APPLICATION FOR TUITION - PART 1**

- 1.) Submit completed application to AA Professional Development 30 days **prior** to beginning course.
- 2.) Applications must be typed. This is a fillable form. Hand-written applications are not accepted.

Applicant Name:			
Date:		Phone	
Home Address:			
City:		State:	Zip:
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Faculty (years of seniority):	<input type="checkbox"/> Staff (years of service):

QCC Information:		
QCC Email:	QCC Phone:	QCC Mailbox #:
Job Title:		
Department:		
School/Area:		

Course Information:		
Name of Course:		
Name of College:	City:	Online:
Course Date(s):		
Registration Deadline:		

Choose one option below:

- I registered for the course on _____ (date) and paid the registration fee of \$_____
- My course registration/payment is contingent upon approval of this *Development Funding Request*.

- IMPORTANT: Attach copies of:**
1. Course description and cost
 2. Registration
 3. Mileage (if applicable)
 4. Other expenses

ACADEMIC AFFAIRS PROFESSIONAL DEVELOPMENT TUITION FUNDING REQUEST, PART 1 (cont.)

- 4.) Indicate total amount requested from AAPD (eligibility requirements are on Page 2). \$ _____
- 5.) Indicate total estimated course expenses. **Receipts and documentation will be required upon completion of course.**

YOU MUST PAY ALL EXPENSES UP FRONT AND SUBMIT FOR REIMBURSEMENT AFTER COURSE IS COMPLETED.

Course Tuition:	\$
Registration:	\$
Mileage: # of round trip miles _____ @ \$ _____ /mile. Include googlemaps or mapquest directions.	\$
Parking:	\$
Tolls:	\$
Misc. (specify):	\$
Total estimated tuition/travel-related expenses:	\$
Indicate other funding source, if applicable (cost center # _____) or self-pay (circle if so)	\$

- 6.) Attach additional relevant information: **course description, registration, mileage and any additional information.**
- 7.) Requesting to be absent from classes/work, if applicable (dates): _____
- 8.) Coverage arrangements for classes/work, if applicable (specify): _____
- 9.) **Obtain all required signatures** and return the signed/completed application to Staff Development.

Applicant name (print): _____

Applicant signature: _____ Date: _____

Approved Not Approved Supervisor/Dean: _____ Date: _____

Approved Not Approved Area Vice President: _____ Date: _____

FOR ACADEMIC AFFAIRS PROFESSIONAL DEVELOPMENT USE:

AAPD Coordinator: _____ Date: _____

Approved Not Approved Cost Approved Reimbursement Amount: \$ _____

Center # _____ Line(s) _____ Funding Cycle: _____

Purchase Order Request # _____ Date POR Received: _____



**ACADEMIC AFFAIRS PROFESSIONAL DEVELOPMENT
TUITION REIMBURSEMENT REQUEST, PART II**

After Completion

Within 30 days after course completion, submit to AAPD

1. This signed and completed form (Part II)
2. An approved QCC **Purchase Order**
3. **Email confirmation showing expenses were paid**
4. **Credit card/bank statement** showing charges
5. **A one- page summary** of the course describing how this experience will enhance student success and how this information will be shared with other members of the college community.

Course Tuition:	\$ _____
Registration:	\$ _____
Mileage: # of round trip miles _____ @ \$ _____ /mile. Include googlemaps or mapquest directions.	\$ _____
Parking:	\$ _____
Tolls:	\$ _____
Misc. (specify):	\$ _____
Total course/travel-related expenses:	\$ _____

Applicant Name (print/type): _____

Applicant Signature: _____ Date: _____

<p>Other funding sources for expenses, if applicable (cost center #: _____) <i>reimbursed</i> to applicant: \$ _____</p> <p><input type="checkbox"/> College Credit Card used for expenses. If (✓) indicate cost center # used: _____</p> <p>Other Cost Center funding approval signature: _____ Date: _____</p> <p>Total AAPD funding expenses (Cost Center # 4300) <i>reimbursed</i> to applicant: \$ _____</p> <p>AAPD approval signature: _____ Date: _____</p>
