

## ICD TUITION ASSISTANCE PROCESS

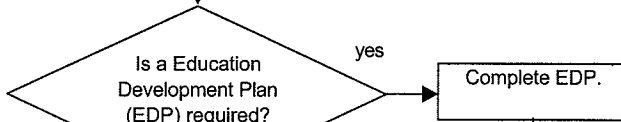
**RESPONSIBILITY**

**COMMENTS**

Team Member

Team Member expresses interest in Tuition Assistance Program (TAP).

LJC



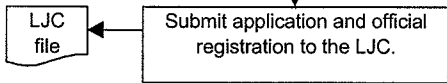
If class falls under restricted personal development and is not a requirement for a degree the EDP must be completed.

Team Member

Complete application.

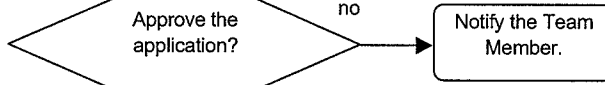
Minimum of 3 weeks prior to start of class.

Team Member



\$1500 maximum per year and must be accredited institution.

LJC

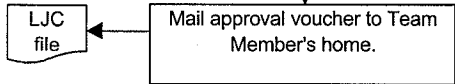


E-mail notification of approval or denial.

LJC

Enter data into ICD database.

LJC



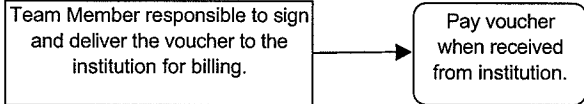
The voucher is used to confirm payment by ICD.

LJC

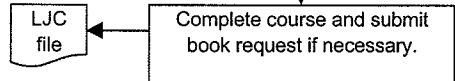
Provide book reimbursement application

A separate application is required for each class.

Team Member



Team Member



Must be signed by instructor and grades submitted.

LJC

Approve book reimbursement and prepare check request through Finance Dept.

Finance will notify when check is available.