ACADEMIC ADVISORS, COUNSELORS, AND FACULTY
10 Easy Steps to Apply for Education Funds

Eligibility Questions

1. Have you completed two full contract years at MCC as a full-time regular Academic Advisor, Counselor, or Faculty member as of July 1, 2016? (Note: When determining if a faculty member has met the service requirement, he/she must have completed at least 3 full quarters totaling 49.5 ECH of a teaching load during the first year of his/her teaching contract. This applies to both 9- and 12-month contracts.) If the answer is *yes*, proceed to Question #2.

2. Have you been awarded a sabbatical for fiscal year 2016-17? If the answer is *no*, proceed to Question #3.

3. Are you on disciplinary probation? If the answer is *no*, proceed to the Application Procedure section below.

Application Procedure

4. Read the *Procedural Guidelines* located on the HR webpage, under the Metropolitan Community College Education Association (MCCEA) section for academic advisors, counselors, and faculty. https://www.mccneb.edu/About-MCC-Nebraska/Human-Resources/Unions.aspx

5. Open the *Education Fund Application* (located at the same site listed above) and save it on your computer as a Word document.

6. Fill in the blanks, answering all required questions. Then print out and sign the application. Make copies of the course description for each course for which you are requesting financial assistance.

7. Mail or deliver the application and related documents to the Human Resources Office (FOC 32).

Important Points to Remember

8. Courses that begin prior to the start of a fiscal year for which education assistance requests are being submitted but end after the beginning of the applicable fiscal year may be considered for education assistance. For example, a course that starts in late May or early June 2016 but ends after July 1would qualify for consideration for 2016-17 funds. However, a course that starts in May or June 2017 could not be counted toward the 2016-17 program year. To ensure that monies are charged against the correct budget year, all reimbursement requests to program participants must be submitted by June 30 of the applicable program year.

9. Coordination of Benefits – Double-Dipping Not Allowed: Education assistance will not exceed 100% of the total cost of tuition from all sources of tuition monies combined; for example, scholarship, fellowship award, GI benefits, grants, or a similar program.

10. **The application deadline is July 1, 2016**. Note: If there are unallocated funds available, a second application period will be opened with a December 1st application deadline.

Course Substitutions Requested After the Application Is Approved

There are times when an education fund applicant may discover that a proposed course has been cancelled or a program advisor has made changes to the applicant's schedule of courses to be taken. **Once funding has been approved, education fund applicants must seek and receive approval to substitute a class in advance of registration.** Failure to do so may result in revocation of the previously granted funds. Requests for course substitutions should be sent to the Associate Vice President of Human Resources, Maureen Moeglin at mmoeglin@mccneb.edu.