



## **Financial Assistance for Education Program**

MCCS sponsors a tuition assistance program for Non-appropriated Fund (NAF) employees. We want you to increase your knowledge in your chosen line of work. By investing in your future, MCCS will also gain a more qualified employee to fill positions that require specialized or advanced knowledge or skills.

Before beginning the enrollment process, you are encouraged to discuss your educational plans and needs with the Employee Development Specialist who can be reached at extension 343.

The MCCS will reimburse you up to \$2000 per year for tuition, required books, materials, registration, and lab fees at local educational institutions of higher learning.

### **Eligibility**

- You may be either regular or flexible. You must have been employed by MCCS for the previous 6 months and have worked 20 hours or more per week.
- You must have a performance rating of satisfactory or above.
- Your courses must be taken in your off-duty hours.
- They must be part of a degree program, be directly job-related, or pertain to other positions within MCCS to which you might reasonably aspire. On-line and correspondence courses and professional certificates from trade schools will also be reimbursed. All courses must be taken at fully accredited educational institutions.
- You must agree in writing that you will continue working for MCCS for 180 days after you complete your courses. If you do not meet this commitment, you will have to reimburse MCCS an amount which is prorated according to how many days you worked after course completion. The MCCS may deduct this amount from final paychecks if necessary or use any other legal means at their disposal.