



Professional Development Program
Enhancing Your Potential

Classified Staff Tuition Reimbursement Program

LBCCD encourages professional growth through staff development. Follow the guidelines below and receive reimbursement for taking classes towards earning your degree.

Tuition Reimbursement Guidelines

- Coursework must be related to and/or enhance the staff member's current area of classified service and taken at an accredited community college, college, university, or adult school.
- Work with a counselor or academic advisor at LBCC, another community college, or a four-year college and develop a "Career Development Plan." (See Sample Form A)
- Have your supervisor approve and sign your "Career Development Plan" and your class schedule; send a copy of your signed "Career Development Plan" to HR- Staff Development Coordinator-G-3 for allocation of funds.
Note: All funds are allocated on a first come, first served basis. An individual may request up to \$400 in one year or a total of \$1000 over a three-year period, subject to funding availability.
- Register and attend class.
- After completion of class, complete the Classified Staff Development Request For Reimbursement form (HR028; See Sample Form B), and a LBCC Cash Voucher (See Sample Form C)
- Send these forms along with a transcript or grade report with the passing grade or credit to HR- Staff Development Coordinator- G-3. All forms must be received within one month of course completion or the funding will be reassigned.

Contact Stacey Gutierrez, Staff Development Coordinator, at extension 4937 or via email at sgutierrez@lbcc.edu if you have any questions.