

## 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, 2023? (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 2023-24? 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 *Education Fund guidelines* and the *Education Fund application instructions* 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 sign the application. Make copies of the course description for each course for which you are requesting financial assistance.
7. Email the application and related documents to the Cindy Croy no later than July 5, 2023.

#### 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 2022 but ends after July 1 would qualify for consideration for 2023-24 funds. However, a course that starts in May or June 2024 could not be counted toward the 2023-24 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 5, 2023.** Note: If there are unallocated funds available, a second application period will be opened with a December 1<sup>st</sup> 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 Mary Umberger at [mumberger@mccneb.edu](mailto:mumberger@mccneb.edu).