

PROFESSIONAL ADVANCEMENT PLAN
For advanced study

Northland Community and Technical College will reimburse unrepresented (MnSCU Administrator, Commissioner's Plan, and Managerial Plan) personnel for study that leads to a degree at a regionally accredited, institution of Higher Learning, public or private, with the following limitations.

- The program for each individual must be approved by the President. Application must be made to the President before the start of the first semester for which reimbursement will be sought. If more applications are received than can be funded, preference will be given to those individuals who are closest to completion of their degree program.
- The program must lead to a degree beyond any previously attained. (i.e. Studies leading to a second master's degree will not be eligible.)
- The reimbursement for each individual will be half the tuition cost to a maximum of \$750 per semester and \$2,000 per year. Reimbursement will be made upon presentation of evidence of successful completion of the semester.
- The reimbursement will not exceed a five year period for any individual.
- An individual approved for the reimbursement will continue to receive it without reapplication until the degree is attained, the five year time limit expires, or there is a gap (not to include summer sessions) in enrollment.
- The total cost of this program to NCTC will not exceed \$8,000 per year.
- This practice will begin January 1, 2006. Nothing in this program shall be construed to be retroactive.

Guidelines developed and implemented by Interim President James Davis 12/2/05
Posted on Virtual Office – 4/10/07

**Northland Community and Technical College
Application for Professional Advancement Plan Participation**

Employee's Name _____ **Office Phone** _____

Check one: MANAGERIAL ADMINISTRATOR COMM. PLAN

Name of College/University

Degree Plan

Date Degree Plan to Begin _____

Number of Credits Required for Degree _____

My signature certifies that I have been accepted for admission at the College/University listed above. I understand this is a reimbursement of tuition only (not fees or books). I understand that reimbursement will be half the tuition cost to a maximum of \$750 per semester and \$2,000 per year. In order to receive reimbursement, evidence of successful completion of the semester is to be provided to the Office of the President.

Signature of Employee

Date

This Section to be completed by NCTC President

Authorization to Participate in the Professional Advancement Plan

Signature of President

Date

Submit completed form to Office of the President