**2023-24 CAPP Adjunct Tuition Reimbursement Request Form:**

As a way of supporting our adjuncts continued educational growth, the CAPP offers its adjuncts the ability to request tuition reimbursement in two ways.

If CAPP adjuncts are taking their final six credits towards HLC Compliance **through UW Oshkosh,** they may receive up to full reimbursement of tuition.

If the courses are taken at other institutions, CAPP will reimburse up to $300 of tuition costs.

**This reimbursement does not draw from the adjunct’s curricular advancement funds!**

If adjuncts are taking courses that are **not** their last two courses to compliance *or* they are already HLC compliant, they are allowed to use their yearly curricular advancement funds. Adjunct instructors are eligible to request up to $100/credit per each unique course offered per academic year, up to $300/course in CA funds. If you have questions regarding your available curricular advancement funds, please contact the CAPP office at CAPP@uwosh.edu.

This form must be submitted to the CAPP office in the CAPP office at the email address listed above ***before*** an adjunct enrolls in a course. Adjuncts are responsible checking with their liaisons to ensure that courses fulfill department requirements. Once adjuncts receive approval from the CAPP office and their liaison, they may enroll in courses.

The following documents are required to be submitted to the CAPP office within two weeks the final day of the course: an unofficial transcript, dated proof of payment showing the method of payment, a breakdown of student tuition and fees. For UW Oshkosh classes, this tuition breakdown can be found in the online Student Billing Center

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**Adjunct Name (Please print) Date**

I am already HLC compliant \_\_\_\_

(Yearly CA funds)

I am not HLC compliant and am not within 6 credits of compliance \_\_\_\_

(Yearly CA funds)

I am within 6 credits of HLC compliance \_\_\_\_

(Full tuition reimbursement OR up to $300, depending on institution)

Please provide the following details for your intended course: Institution, Course Number and Name, Term, and Dates of Term. If you are within 6 credits of HLC compliance and are taking this course at an institution other than UW Oshkosh, please mention if you are also requesting to use your CA funds.

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Adjunct Signature Date

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Director Signature Date

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Liaison Signature Date