

Instructions for Filling Out HR-78

1. Fill in all information in the top box for name, position number, etc..
2. In the second box labeled **Activities**, fill in the appropriate blanks and check all appropriate boxes. The Purpose Code will indicate whether you want to take a course for skills training or for a degree and the codes can be found on page 2 of the HR-78 form. The last line of blanks is labeled “Tuition Cost”, “Fees”, and “Tuition Total”.
 - The Tuition Cost will be the rate per credit hour for Virginia Residents (in-state students). Multiply that credit hour rate by the number of credits for the course you want to take. Write that total in the Tuition Cost blank. If you need help, ask the Business Office for these figures.
 - To determine the total Fees for this TCC course, multiply *the Technology Fee only* by the number of credit hours for the course you want to take. Write that total in the Fees blank.
 - Add together the two numbers you wrote in the blanks and write that sum in the blank labeled Tuition Total. This is the amount of funding you need.
3. On the lower half of the form in the area labeled **Funding**, you need to supply information about how the tuition will be paid.
 - For your first request of the fiscal year, use your first source of funding, the campus/district tuition reimbursement fund. In the blank beside Tuition Reimbursement fill in the total amount of tuition costs and fees for the course you want to take (this total will be the same as the Tuition Total from the Activities box). Continue to use this funding source to take TCC classes until you reach the annual maximum allowance of \$500.
 - Once you have used the maximum \$500 in tuition reimbursement allowed, use your individual equity. In the blank beside “Individual Equity” fill in the amount of funding you still need after using all of the tuition reimbursement funding. The maximum amount of individual equity available is \$150.
 - Once you have used the maximum tuition reimbursement allowed and all of your individual equity, request additional funding from the Classified Professional Development Fund. Once you have received an authorization e-mail from the Fund committee, write the authorized amount in the blank labeled Classified CCPDF and attach a copy of the authorization e-mail.
4. Sign the HR-78 form at the bottom.
5. Present the HR-78 form to your supervisor to initial. Your supervisor will forward your request form on for final authorization and recordkeeping.

A photocopy of the authorized HR-78 will be returned to you. Present a copy of this to the Business Office in lieu of tuition payment. If you do not receive a copy of the fully authorized HR-78 in a timely manner, contact Dorie Monroe in Human Resources at 822-1704 to secure a copy.