



Tuition Reimbursement

Effective 9/1/99, Revised 7/1/03, 7/1/06

Purpose: To provide financial assistance to employees who enroll in incidental, academic course work at an accredited educational institution or attend work-related seminars/conferences not mandated by the Agency with prior approval.

Policy: All regular benefit eligible employees are eligible for school tuition and/or approved seminar reimbursement. Reimbursements are based on allocation of funds up to an annual maximum of \$750.00 for school tuition and \$200 maximum for approved seminar/conference reimbursement and are provided on a first-come-first-serve basis.

The total amount of reimbursement available for each regular benefit eligible employee applying for both school tuition and seminar/conference reimbursement may not exceed \$750.

This benefit is budgeted annually. 50% of the allocated funds will be made available on a semi-annual basis to ensure equal opportunity for all employees throughout the year.

Courses or subject must be job related or lead to a degree that could be utilized at the Agency. Objectives or content of any seminar/conference will be taken into serious consideration before approval is made.

Application for Reimbursement must be completed with the request before the start of the class or program. Applications are available on the Agency's Intranet or in the Human Resources Department.

Expenses eligible for reimbursement are classroom tuition, seminar/conference costs, fees and books.

Expenses not eligible for reimbursement includes tools, and supplies (other than books) retained by the student or participant, travel, meals, lodging, parking and transportation.

To be eligible for school tuition reimbursement, all employees must (a) obtain written approval, in advance, of the course and course expenses from their department manager/director to enroll in the class; (b) obtain a satisfactory grade (i.e., C or "pass") as established by the educational institution; (c) submit student transcript and/or grade report to the Agency; and (d) submit proof of tuition payment.

To be eligible for seminar/conference reimbursement and to ensure the content is approved in advance, all Field employees must obtain approval from the Operations Director or the Assistant Operations Director prior to the event. All other departments, including CMED must obtain prior approval from their department manager prior to the event. Proof of attendance and receipt of payment will also be required when seeking reimbursement.

**TUITION ASSISTANCE APPLICATION AND AUTHORIZATION
For Benefit Eligible Employees**

A separate application must be completed for each course.

Part I (to be completed by Applicant. Please PRINT clearly and give this form to your Supervisor).

Name & Title:		Emp ID:		Date:	
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Course Title:		Begin Date:		End Date:	
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Name of School:		Type of Degree/ Certification:	
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IMPORTANT: Courses which are directly related to improving performance on employee's current job are tax exempt. If a course prepares the employee for an advanced degree or alternate position, it will be reimbursed as taxable income. Please check the appropriate box below and write a specific statement in the space provided if the course is job related.

Degree Related		Job Related		Rationale:	
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Part II (to be completed by Supervisor) Please check with Human Resources for availability of funds for this request before signing.

I verify that the applicant has been employed for more than 90 days, and that the requested course is job or degree related. I recommend approval.

Supervisor Signature:		Date:	
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Part III (to be completed by Human Resources)

_____ Your education assistance request has been approved subject to submission of original receipts for tuition payments, books and final grade.

_____ Your education assistance request has been denied because of the following reason(s):

Return completed form to Human Resources for processing