

	INTEROFFICE PROCEDURE	INTEROFFICE PROCEDURE APPLICATION: All Employees		
TITLE: Tuition Reimbursement	EFFECTIVE DATE 01/19/2016	SUPERCEDE 01/23/1998	POLICY NUMBER IO-03	

DIRECTIVE

In accordance with the Tuition Reimbursement Policy (HR-06) and provisions in the Collective Bargaining Agreements, eligible employees enrolled in an eligible course may participate in the tuition reimbursement program. Below are the procedures for participation in the program.

APPLICATION

- A. Obtain and complete the Application for Tuition Reimbursement form from human resources prior to the beginning of the course(s).
- B. The completed application should be submitted to the employee's supervisor for approval. The supervisor in conjunction with the department head will review the application to ensure that all the eligibility requirements in the policy or Collective Bargaining Agreement have been met.
- C. Upon approval the application will be forwarded to human resources for final approval. If approved, a copy of the approved application will be given to the employee and the original will be maintained in the employees personnel file.
- D. If at any point during the approval process the application is denied for any reason it will be communicated to the employee.

REIMBURSEMENT

- A. Upon completion of the course, the employee will present evidence of satisfactory completion, the letter grade received and proof of tuition payment to human resources.
- B. Human resources will review the submitted information and will authorize reimbursement as appropriate and will forward to finance.
- C. Reimbursements will be processed within a reasonable time period by the finance. The employee will receive reimbursement through the form of an accounts payable check.