

## Tuition Reimbursement Information

Each employee will be eligible for a maximum \$750.00 per year. Courses taken must qualify for reimbursement on the LEAP Schedule. Tuition reimbursement will cover out of pocket costs for tuition and related textbooks, supplies and materials.

- Terms that qualify for the 2014-2015 school year are:  
  
Fall 2014 - Winter 2014 - Spring 2015 - Summer 2015
- Documentation required for reimbursement:
  - ✓ Completed credit approval form – you and your principal need to sign
  - ✓ Copy of Registration – indication term of enrollment.
  - ✓ Proof of Payment – Cancelled check, receipt from college, copy of credit card statement, account statement from college.

The above documentation must be submitted for reimbursement by the 10<sup>th</sup> of the month to be paid on the next payday. The last month to be reimbursed for the 2014-2015 school year is August 2015.

- Proof of completion is required when course is completed. The following needs to be submitted to Brenda in the HR Department.
  - ✓ Official Transcript or Original Clock Hour Form