



**COLLEGE READY.
CAREER READY.
LIFE READY.**

BOARD OF EDUCATION

Jorge E. Diaz, *Superintendent*

Tuition Reimbursement Procedures

- Staff contractual tuition reimbursement for graduate courses are approved twice a year on a semester basis as follows:

Summer/Fall Semester For courses beginning July 1st ending in December

Winter/Spring Semester For courses beginning in January and ending prior to June 30th

- Memos are sent to all staff outlining the procedures, forms to be completed, and deadlines for each approval period. Generally Summer/Fall approval is during the month of May and the Winter/Spring approval is during the month of November.
- Course reimbursement will only be approved until the annual budget is exhausted. The budget is allocated in two halves for both semester periods.
- Course approvals are on a first come first serve basis for the minimum 3 credit reimbursement. Additional credits not to exceed the 9 credit maximum for an individual will be considered as long as the budget allocated for the period has not been exceeded.
- If a request is appropriate, the staff member will receive an approval letter with a checklist on how to process a reimbursement after the course is completed.
- A reimbursement voucher should be submitted ASAP after the course is completed. The voucher package should include a paid receipt, transcript with grade, and a copy of the original approval letter. For spring courses ending on or before June 30th the voucher package must be received in the Business office prior to July 15th for consideration. Anything received after will not be paid as per contract.