Policy Name:
Employee Tuition Reimbursement

Policy:
To obtain a refund check for tuition, the Request For Reimbursement/Payment form must be sent to Accounts Payable.

Definitions and Terms:
N/A

Purpose:
To provide a process to reimburse employees for approved tuition expenditures.

Scope:
In accordance with the Human Services policy, tuition may be refundable to employees for courses that are considered job-related by the employing department.

Restrictions and Exclusions:
N/A

Responsibilities:
N/A

Related / Impacted Policies:
N/A
Policy Name: Employee Tuition Reimbursement - Procedures

Procedures:
A. Complete the Request For Reimbursement/Payment form.

B. Attach the pre-approved Tuition Reimbursement form.

C. Attach proof of payment: the original canceled check, or original copy of the money order, or original credit card receipt and its corresponding statement.

D. Attach a copy of the final grade report.

E. Send all of the above to Accounts Payable, 737 W. Lombard Street, Administration Building, Room 330 for processing.

Sample Forms:
Request For Reimbursement/Payment Form