

PRIOR APPROVAL AND REIMBURSEMENT

Directions for Tuition Reimbursement:

1. Complete the Tuition Reimbursement Form **PRIOR** to beginning the class. Tuition will **NOT** be reimbursed unless the application is received by the Office of Human Resources prior to the start of class and the application is approved. All ARTC coursework is eligible, including seminar courses.
2. **COMPLETE A SEPARATE FORM FOR EACH CLASS.**
3. Courses requested for tuition reimbursement must be either undergraduate or graduate college courses related to the employee's job assignment or educationally related in a K-12 setting.
4. Reimbursement for tuition may be made for approved courses taken during summer school or during the academic year for which a passing grade of "B" or better is obtained. In cases of a pass/fail grade, a "Pass" or "Satisfactory" will meet the necessary qualifications.
5. No reimbursement shall be in excess of the tuition charged a Delaware resident taking an undergraduate or graduate course with an equal number of credit hours at the University of Delaware.
6. Forward the form to the Office of Human Resources where it will be reviewed and approved or denied.
7. The Office of Human Resources will return a copy of the Tuition Reimbursement Form to you. **Do not send anything else at this time.** If there is a question about the course you are taking, you will be contacted.
8. Once you have completed the course and have received your grade, you must submit the following items to the Office of Human Resources **prior to the deadline identified in #10.**
 1. A copy of the unofficial transcript or grade sheet
 2. Proof of payment for the *course-tuition only*. Do not include other costs or fees.
 3. State of DE Employee Expense Voucher Form which must contain:
 - *the name and number of the course and the university*
 - *your home address*
 - *your employee ID number*
 - *your signature*
9. Funds will be pro-rated so that each eligible employee receives a share of the District's total allocation.
10. **DEADLINES FOR SUBMISSION:** Reimbursement to eligible employees shall be divided into two equal parts.

Part One: Courses completed between June 1st and December 31st (Summer/Fall semester). Paperwork due to the Office of Human Resources by January 10th.

Part Two: Courses completed between January 1st and May 31st (Winter/Spring semester). Paperwork due to the Office of Human Resources by May 23rd.

*(*If the due date falls on a weekend the paperwork will be due by the close of business the following Monday. If all required paperwork is not received by the due date we will be unable to process the reimbursement.)*

PLEASE NOTE: Tuition reimbursement granted by the Higher Education Commission for the Critical Needs Scholarship is submitted via a separate online application. This applies to teachers on Emergency Certificate or Certificate of Eligibility in Critical Needs areas only.