



Tuition Reimbursement Request

OFFICE OF HUMAN RESOURCES

TUITION REIMBURSEMENT

Critical Needs Scholarships are still a separate process and handled through the Department of Education.

Below is information you will need to complete the approval and reimbursement processes:

EMPLOYEE GROUP	TEACHERS
ALLOCATION: \$100,000 YEARLY	\$60,000 Summer/Fall Semesters – due in human resources no later than January 31st . \$40,000 Winter/Spring Semesters – due in human resources no later than June 30th .
PRE-APPROVAL DATES:	You need to submit your request for tuition reimbursement by the following dates before taking classes: Fall – September 15 th , Winter - November 30 th , Spring – January 15 th , Summer April 30 th
DISTRIBUTION:	Per Credit hour (UD Rate) - Prorated based on the number of submissions received.
APPROVERS:	Principal Keenan D. Dorsey, HR Director
REMINDERS:	Tuition Reimbursement packets will not be accepted after the due date(s). Reimbursements will be processed 3 - 4 weeks after the due date(s).
Teachers and other instructional staff covered by RCEA bargaining agreement, may submit for reimbursement, any credit course they feel will advance their professional knowledge and skills. This includes: Bachelor, Master, Doctoral and Administrative Certification. All grades must be C or better.	
EMPLOYEE GROUP	SECRETARIES
ALLOCATION: \$5,000 YEARLY	Per credit hour. Max up to \$1,000 per employee
PRE-APPROVAL DATES:	You need to submit your request for tuition reimbursement by the following dates before taking classes: Fall – September 15 th , Winter - November 30 th , Spring – January 15 th , Summer April 30 th
DISTRIBUTION:	Prorated based on the number of submissions received. Paid once per year; due in human resources no later than June 30th .
APPROVERS:	Principal Keenan D. Dorsey, HR Director
REMINDERS:	Tuition Reimbursement packets will not be accepted after the due date. Reimbursements will be processed 3 - 4 weeks after the due date.



Tuition Reimbursement Request

- Secretaries: per the collective bargaining agreement, credit coursework must be relevant to the secretary profession and/or the mutually beneficial to the employer and operations. Coursework for learning Spanish is also accepted. All grades must be C or better.

EMPLOYEE GROUP	PARAPROFESSIONALS
ALLOCATION: \$10,000 YEARLY	\$6,000 Summer/Fall Semesters – due in human resources no later than January 31st . \$4,000 Winter/Spring Semesters – due in human resources no later than June 30th .
PRE-APPROVAL DATES:	You need to submit your request for tuition reimbursement by the following dates before taking classes: Fall – September 15 th , Winter - November 30 th , Spring – January 15 th , Summer April 30 th
DISTRIBUTION:	Prorated based on the number of submissions received.
APPROVERS:	Principal Keenan D. Dorsey, HR Director
REMINDERS:	Tuition Reimbursement packets will not be accepted after the due date(s). Reimbursements will be processed 3 -4 weeks after the due date(s).
Paraprofessionals: per the collective bargaining agreement, credit coursework must be related to the education profession. All grades must be C or better.	
EMPLOYEE GROUP	ADMINISTRATORS
ALLOCATION:	Contact Human Resources
PRE-APPROVAL DATES:	You need to submit your request for tuition reimbursement by the following dates before taking classes: Fall – September 15 th , Winter - November 30 th , Spring – January 15 th , Summer April 30 th
DISTRIBUTION:	Paid twice per year. Due in human resources no later than January 31st for Summer/Fall and June 30th for Winter/Spring.
APPROVER:	Keenan D. Dorsey, HR Director
REMINDERS:	Tuition Reimbursement packets will not be accepted after the due date(s). Reimbursements will be processed 3 -4 weeks after the due date(s).



Tuition Reimbursement Request

- IMPORTANT NOTE:** You **MUST** submit the Course Tuition Reimbursement Form from the online application, and the course approval from Human Resources with your Tuition Reimbursement Request the unofficial transcript, and a financial statement from the college showing cost breakdown of costs. Please refer to the Tuition Reimbursement Instructions for additional information.

Employee Name: _____ Employee ID: _____

Home Address: _____ College/University: _____

City: _____ State: _____ Zip Code: _____

Note: Please put course cost only, no fees or other expenses for the course.

Semester Dates	Name of Course	Course No.	# of Credits	Course Cost

Budget Reference: 202X

Fund: 270

Dept: 953200

Operating Unit: 99940400

Appropriation: 98000

Account: 55371

Program: 95465

Category Code: 86141504

School Location: _____

Bachelors/Masters/Doctorate: _____ Reimbursement Amount Total: _____
(Business Office Use Only)

Employee Certification

I do solemnly swear that the above-mentioned expenses were incurred as a necessary expenditure in the conduct of state business and that the representations contained in this form are true and correct.

Employee Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Human Resources Approval: _____ Date: _____

Check List

Course Log _____

Statement of Itemized Charges/Payments _____

Unofficial Transcript _____



Tuition Reimbursement Request

REIMBURSEMENT SCHEDULE

**COMPLETED REIMBURSEMENT PACKETS MUST BE IN THE HUMAN RESOURCES OFFICE
BY THESE DATES:**

SUMMER / FALL	SPRING / WINTER
January 31 st 20XX	June 30 th 20XX

TUITION REIMBURSEMENT INSTRUCTIONS

Failure to comply with these instructions and date deadlines will result in your reimbursement packet being returned. Incomplete/inaccurate packets delay reimbursement for everyone.

BEFORE YOU TAKE CLASS(ES):

Staff must submit for approval PRIOR to the start of any course.

1. Complete a Course Tuition Reimbursement Form in FileBound prior to the start date of the class for each class. Go to the intranet, click on "Forms".
2. Print your final approvals when you receive them by email. This is the first piece of your reimbursement packet. You must click the link in the email and print the actual approval from school stream/filebound.

AFTER YOU HAVE TAKEN CLASS(ES):

Only hardcopy packets will be accepted. Incomplete packets cannot be processed and will be returned. Your reimbursement may be denied and will not be considered in future reimbursement periods.

When you have completed the course and received a transcript for the classes taken, you are ready to complete your personal reimbursement packet. Use the attached checklist as a guide.

1. Include a copy of your **final approval from FileBound & Tuition Request Form**.
2. You must include a statement from the institution indicating itemized charges and payments. This is your Proof of Payment document.
3. You must include an unofficial transcript that is printed from the institution's website. You may not use the "My Grades" application from your University.
4. You must include a Tuition Reimbursement Cover Page and a Tuition Reimbursement Log. These documents are located on the Red Clay Intranet: go the intranet, click "Forms", scroll down to "Financial", click on "Tuition Reimbursement Form".
5. Do not put any dollar amounts on the cover page, only your personal information and your employee ID number. PLEASE DO NOT STAPLE YOUR PACKET.
6. The tuition log should contain: course title and course number, number of credits and tuition amount. Do not include any class fees on your reimbursement, only the tuition. Use two sections on the same sheet to list summer and fall classes. Print clean forms. Do not use or submit the examples.



Tuition Reimbursement Request

Tuition Reimbursement – Checklist

Please completed this checklist and return the Tuition Reimbursement Documents & checklist to **Human Resources**. (*Human Resources will submit to the Business Office when all information is received and complete*)

Employee Name	Employee #	School Attended	Date
_____	eSupplier Information must be completed in State Financial system. Link: https://esupplier.erp.delaware.gov Direct Questions to State of Delaware, Division of Accounting at 302 526 5600 eSupplier Team		
_____	Checklist		
_____	Course Reimbursement Form and Approval (for each course)		
_____	Billing Statement – Detail of payment		
_____	Unofficial/Official Transcript showing course(s) and grade(s) “My Grades” in not acceptable. Grade must be a “C” or Better.		
_____	Tuition Reimbursement Cover Sheet Must be signed by Employee, Principal or Immediate Supervisor		
_____	Tuition Log: Must be completed with the following information Course # & Name of Course Semester School Attended Number of Credits Tuition Amount (do not include any fees)		

IMPORTANT

All documents submitted to the Business office must be originals.

Emailed, faxed, or Scanned documents will not be accepted. Incomplete packets will be returned.

Keep a copy of all submitted documentation.

Questions should be directed to Twanna.Swanson@redclay.k12.de.us or 302 552 3783