**TUITION ASSISTANCE PROGRAM (TAP)**
**School Year 2025 - 2026**

Douglas County School District encourages employees to continue their educational pursuits to develop professionally and increase their knowledge and expertise in order to provide the best possible educational experience to our students.

Employees may apply for Tuition Assistance for the reimbursement of Tuition/Registration costs directed toward gaining:

a) a degree, license, or advanced certification in an applicable subject area
b) increased competence and depth of knowledge in their position/field
c) specific skills, knowledge and credentials needed for career growth within the district

**ELIGIBILITY**

All regular, benefits-eligible employees in active status, with a minimum of 90 days of completed employment, are eligible to apply for the program. This program does not apply to:

a) Temporary/Seasonal Workers, Substitutes, Contract/Vendor labor, 110/140 day employees
b) Part-time employees working less than 0.50 FTE hours
c) Employees who have already met the maximum allowed reimbursement of $6,000 in a 5-year window
d) Inactive employees; employees that are separating from employment

Employees on a leave of absence must have returned to active status before reimbursement.

*> Employees moving from one of the excluded statuses above to a new position must have completed 90 days in the new role before becoming program eligible.*

**EDUCATIONAL REQUIREMENTS**

Employees may apply for the reimbursement of tuition/program registration costs for individual courses, degree programs, professional/educational certifications, or other related programs from a regionally accredited college, university, trade or vocational school, or a nationally recognized professional organization.

**New! Summer Courses will be included this year:**

Eligible Programs/Courses are those taken no earlier than the institution's Summer Semester (Generally May 15, 2025 or later).

*> Reimbursement for summer courses started before August 1st (Application submission/acceptance) will be contingent on supervisory approval being gained after enrollment/attendance. If approval is not granted, they will not be eligible for reimbursement.*

Reimbursement will be limited to tuition/registration expenses only and will not cover other school fees, books, on-line software/technology, supplies, travel, lodging, or other miscellaneous expenses.

**PROGRAM SCHEDULE**

**This is a first-come, first-served program that is very popular. Program funding is depleted very quickly. Please apply at your earliest opportunity. (A waitlist will be created for applicants who are not approved due to fund depletion. Waitlisted applicants will be notified if unallocated funds become available.)**

- Application Window Opens: August 01, 2025.
- Application Window Closes: When assigned budget has been depleted.
- Courses must be completed, with transcripts submitted by May 31, 2026.

**PROCEDURE**

**#1 - Apply to participate (Step 1)**

- **Prepare for your application** - You will need your school name, planned courses/program, tuition costs identified (only Tuition/Registration fees are accepted for reimbursement), and you will need to include a Development Plan with your application for Supervisor approval.
- **Program limits** - You may receive up to $2,000 for this year, or the lesser remaining balance of the $6,000 per-employee, five-year maximum.
- **Workday Process** - On your Workday home page, use the search bar, type "Create Request". Use the dropdown to choose "Application for Tuition Assistance - Step 1". Complete the Application and Development Plan.
- **Application Review & Acceptance** will occur only after the submitted Tuition Assistance Application - Step 1 and corresponding Professional Development Plan are submitted and approved by your Supervisor.
    - As tuition funds are limited, each application will be reviewed on a case-by-case basis. Applications may be denied for the following reasons:
        - Course/Program does not directly link to increased job performance or tie to career path
        - Incomplete application or Professional Development Plan
        - Non-accredited institution
        - Request exceeds allocation limits

        - Total District allocated tuition reimbursement budget limit has been reached
- **Application Status** will be updated in Workday under "My Requests" entered from the search bar. Please be sure to review all related comments provided.

### #2 - Enroll/Complete your courses

- **Successfully complete your courses**. Courses with C or better grade, "Successful" or "Pass". Non-graded programs must show successful completion or certification.
- Procure your account enrollment statement and transcripts (or certificate of completion for non university programs).

### #3 - Submit your documents for Reimbursement (Step 2)

- **Workday Process** - On your Workday home page, use the search bar, type "Create Request." From the dropdown choose, "Tuition Reimbursement Request - Step 2".
  *> only those pre-approved through Step 1 will be reimbursed.*
- **Documents** - Please provide your transcripts (or certificate of completion for non university programs) and an account statement from the school/organization showing course/program dates, tuition/program charges and payments made.
  *> separate receipts or credit card statements will not be accepted.*

### #4 - Reimbursement

- Once documents are received, approved and processed, your eligible expenses will be reimbursed in the next pay period.

For more assistance, please contact the Compensation team by emailing Compensation@dcsdk12.org.