# Tuition Reimbursement Guidelines

**(All staff should refer to their current contract for specific terms regarding Tuition Reimbursement)**

1. **Initial Program Approval**
   a. If you are interested in continuing education and receiving tuition reimbursement the first step is to complete the form for program/coursework approval.
      i. Log into [Frontline/Professional Growth](#)
      ii. On the left hand side go to forms and then **Initial Program Approval Form-Tuition Reimbursement**
      iii. Fill out required fields and submit
      iv. You can check the status of your approval in Frontline under **learning plan** in [Frontline/Professional Growth](#)

*\*\*\*If you are looking to take individual courses for column movement only (not including tuition reimbursement) they do not need pre-approval. All courses will need to be graduate level, for credit, and taken at an approved University in order to be used for column movement. A list of approved Universities can be found at [Approved Colleges/Universities and Changes in Preparation Level](#).*

2. **Course Pre-Approval (to be submitted each semester by deadlines listed below)**
   a. Requests must be submitted through My Learning Plan for pre-approval
      i. Log into [Frontline/Professional Growth](#)
      ii. On the left hand side under "Forms" click on **WCASD Tuition Reimbursement**
      iii. Fill out required fields and submit
      iv. You can check the status of your approval in Frontline under **learning plan** in [Frontline/Professional Growth](#)

Note: The District's fiscal year is Jul 1 - Jun 30. Summer 2 (Jul 1st – Aug 1st) starts your new credit count for the year.

| Fall Semester | Spring Semester | Summer I | Summer II |
|---|---|---|---|
| *Start Date:* | *Start Date:* | *Start Date:* | *Start Date:* |
| September 1 to December 31 | January 1 to April 30 | May 1 to June 30 | July 1 to August 31 |
| *Deadline:* | *Deadline:* | *Deadline:* | *Deadline:* |
| August 1 | December 15 | April 1 | May 15 |

3. **After Course is Complete:**
   a. Upload documents and mark your course as completed
      i. Log into [Frontline/Professional Growth](#)
      ii. Under **My Info** go to **My File Library**
      iii. Upload transcripts (can be unofficial; no grade reports) and your invoice/proof of payment. This must include a breakdown of the costs as well as proof of payment.

iv. Go to **Learning Plan** to review the list of activities and click on the **Manage** next to course(s) completed; then click on **Mark Complete**

v. Upload any files from library under **Receipts/Certificate of Completion** and submit

4. **All reimbursements are included within your paycheck. They should be processed within 2 pay periods of receiving the required documentation.**