



RICHLAND ONE
HUMAN RESOURCES

Tuition Reimbursement Request Instructions

PLEASE MAKE SURE YOU ARE USING FRONTLINE CENTRAL TO ACCESS THE TUITION REIMBURSEMENT REQUEST AND NOT ABSENCE MANAGEMENT.

1. Access Frontline Central by using your Frontline ID and password.
 - a. If you have a Frontline account and cannot remember your login information, click “Forgot Username” and/or “Forgot Password” to receive or reset information.
 - b. If you need to setup a Frontline ID account, please do the following:
 - i. Click blue bar in center of page to create a Frontline ID
 - ii. Complete the required fields to create a Frontline ID and accept the terms and conditions
 - iii. Click the blue bar (at the bottom) to create the Frontline ID

(If technical difficulties continue, please contact Kassandra Wise at kassandra.wise@richlandone.org.)

2. After accessing Frontline Central, the Home page will have a tab that reads, “Frontline Central Self Service Forms”. The form Tuition Reimbursement Request will be under that tab.
3. Click **Start** to complete the form in full.
4. The following documents must be uploaded **in** the Tuition Reimbursement Request for the form to be complete:
 - a. An original fee receipt showing the actual amount of tuition paid for the course for which reimbursement is requested. A student loan for payment of tuition will not be considered. No request will be processed without an original fee receipt.
 - b. A grade report or transcript showing successful completion of the course.
5. Be sure to sign and click the Submit Form button. Forms will automatically go to your principal/supervisor.
6. Inform your supervisor/principal that you have completed a Tuition Reimbursement Request in Frontline that needs an electronic principal/supervisor’s signature. **Forms are automatically forwarded to Human Resources after the principal/supervisor’s signature.**
7. Requests received in the Office of Human Resources will be acknowledged through Frontline email.
8. Notifications indicating approval or denial will be sent through Frontline Central within 7 business days.
9. Upon approval, tuition reimbursement checks are mailed from Finance within 2 to 3 pay periods.

Please contact Morgan Unuovorhaye in Human Resources at 231-7446 or Morgan.Unuovorhaye@richlandone.org with questions regarding tuition reimbursement.