

Tuition Reimbursement Instructions – Support Staff

Starting July 1, 2025, tuition reimbursements will be processed through payroll with applicable taxes withheld at the time of reimbursement.

Refer to the CAESPA contract on the district website (Human Resources page) under section 14.4 “Tuition Reimbursement/Educational Incentive” for important details on course reimbursement.

Eligibility for Tuition Reimbursement:

You must:

- Receive “Approval” **prior** to the start date of the course from the immediate Supervisor and Dr. Crystal Lautenslager on the Tuition Reimbursement Pre-Approval form which can be found on the district website under the **Human Resources department > Forms > Support Staff Forms**
- **Pay** for the course(s) before requesting reimbursement.
- Ensure **your name** appears on each document
- Submit all required documents **within 60 DAYS of the course completion date**.
- **Email** all 3 documents to **Dina Lininger in HR**

Required Documents:

Sample screen shots of all 3 documents can be found below for reference

1. **Signed Tuition Reimbursement Pre-Approval Form** which was returned to you after approval from Dr. Crystal Lautenslager
2. **Final Grade Report** with
 - a. Your name
 - b. Institution name
 - c. Course name
 - d. Final grade (official transcript not required)
3. **Detailed billing statement** or account detail summary by term showing
 - a. Your name
 - b. Institution name
 - c. Tuition and fee breakdown
 - d. Confirmation of payment with no outstanding balance for the course (usually represented by a \$0 balance)

Tax Implications

Tuition Reimbursement is subject to federal, state and local taxes:

- Reimbursements are taxable wages **in the year paid** and will be included on your W2.
- **PA state and Local tax** withholdings apply to all PA residents and to all tuition reimbursements.
- **Federal, Maryland & West Virginia tax** withholdings apply to amounts exceeding \$5250 per calendar year (January to December) at the rate of 22%.
- **Starting July 1, 2025, tuition reimbursements will be processed through payroll with applicable taxes withheld at the time of reimbursement.**

3 Sample documents follow...

#1 Tuition Reimbursement Pre-Approval Form

CHAMBERSBURG AREA SCHOOL
DISTRICT SUPPORT STAFF TUITION
REIMBURSEMENT PRE-APPROVAL FORM

Dr. Crystal Lautenslager, Director of Curriculum & Instruction
Administration Building
435 Stanley Avenue, Chambersburg, PA 17201

Application is hereby made for pre-approval of the following course to be taken for reimbursement as stipulated under Agreements.

ALL TRAINING SHOULD BE PRE-APPROVED BY IMMEDIATE SUPERVISOR.

Applicant Name (please print): _____

Job Title: _____ Building: _____

Course Name: _____

Course Number: _____

Course Begins: _____ Course Ends: _____

Institution: _____

Credits/Instructional Hours: _____

Cost per Credit: _____

Purpose of Taking Course: (Please check appropriate line(s))

_____ Certification _____
(Please attach a copy of your program showing relationship to current job)

_____ Degree Program _____
(Please attach a copy of your university approved program showing relationship to current job)

_____ Other _____
(Please attach the following information – course outline; explanation showing appropriateness of course to current job)

For District Use Only:

Approved: _____
Immediate Supervisor

Denied: _____
Immediate Supervisor

Approved: _____
Director Curriculum & Instruction

Denied: _____
Director Curriculum & Instruction

Date: _____

Amount: _____

Acct#: _____

Employee Signature _____

Employee Street Address _____

City _____ State _____ Zip _____

Date _____

Revised 09/28/2022

#2 Final Grade Sheet (here is an example from Wilson, however each institution will have their own)

4/2/26, 9:41 AM



Grade

1. School Name
2. Your Name
3. Course Name
4. Final Grade

Student Name: [REDACTED]

Program (s):

Master of Educational Technology

Student ID: [REDACTED]

Spring 2026 (1/12/2026-5/1/2026)

Course Section	Title	Credits	Final Grade	Midterms
				1
EDU-918GR-01	Digital Citizenship - Classroom	3	A	
2/2/2026 -				
3/29/2026				

3 Detailed billing statement or Account Detail Summary (each institution will have their own)

Student Statement

Wilson College
1015 Philadelphia Av
Chambersburg, PA
17201-1279

Name
Student ID

Total Balance \$0.00
Amount Overdue \$0.00
Amount Due \$0.00
Total Amount Due \$0.00
Amount Enclosed

Jane Doe

Payment Due June 15 for Summer II CoursesPayment Due August 12 for Fall Courses***Anyone with a past due balance will receive a late fee***

Account Activity Summary - Summer Term I 2024

Previous Balance (Charges before Summer Term I 2024)	\$0.00
Charges	
Tuition by Total	\$3,240.00
+ Total Charges	\$3,240.00
- Student Payments	\$3,240.00
= Summer Term I 2024 Balance	\$0.00
= Total Amount Due	\$0.00
Total Balance	\$0.00

Account Activity Details - Summer Term I 2024

Tuition By Total

Section	Course Title	Billing Credits	CEUs	Status
EDU-920GR-02	Learning Management Systems	3.00		New
EDU-924GR-01	Digital Portfolios	3.00		New
Total				\$3,240.00

Payments

Receipt Number	Date	Amount	Method	Reference Number
	5/29/2024	\$2,000.00	Electronic Check	
	6/3/2024	\$1,240.00	Electronic Check	