



Tuition Reimbursement Process For Staff

Information regarding the policy and procedures for Tuition reimbursement can be found on page 39 in the Teachers Articles of Agreement and page 24 of the Support Staff Articles of Agreement.

The following steps should be followed when applying for tuition reimbursement:

1. A completed tuition reimbursement form should be submitted prior to the start of the course. The course must be pre- approved by the Assistant Superintendent of Human Resources for an employee to be considered for reimbursement.
2. Human Resources will send a signed copy of the approval form to the requesting employee.
3. Upon course completion, employees will submit official transcripts to the Human Resources department. These can be mailed or electronically sent from the University. All electronic requests should be sent to HR@ucityschools.org.
4. In addition to transcripts, a receipt of payment for the courses for which reimbursement is requested will be submitted. The receipt of payment needs to be an official document with the university information on it. *All official transcripts and grades for pre-approved courses are due to Human Resources by September 15th of each school year.*
5. Human resources will review all documents to ensure everything is needed to process request. In the event that additional information is required, employees will be notified in ample time to be eligible for reimbursement for pre-approved courses.
6. Employees are guaranteed reimbursement by October 31st of each school year.