

TUITION ASSISTANCE REQUEST/REIMBURSEMENT PROCESS

Prior to registering for the course please read employee handbook policy 314 to ensure all requirements are understood and met. Please contact the Office of Human Resources with any questions.

Prior to Course Enrollment

- Step 1: Meet with your supervisor to determine if funds are available or to request funds be added to next year's budget, to provide tuition assistance reimbursement.
- Step 2: If funds are available, complete the tuition assistance form.
- Step 3: Submit the tuition assistance form to your supervisor for approval.
- Step 4: Once approved by your supervisor, the form should be forwarded to the Office of Human Resources for approval.

After Course is Completed

- Step 5: Upon completion of the class, present your supervisor with your grade and proof of payment for the class.
- Step 6: Prepare a check request for ½ of tuition cost not to exceed \$500 in a fiscal year, then submit to your supervisor to for signature.
- Step 7: Submit the check request (with supervisor's signature and budget code) along with a copy of all documentation (grades and proof of payment for the class) to the Office of Human Resources.
- Step 8: Upon review, the Office of Human Resources will forward the check request to the Controller's Office for processing.