

Tuition Reimbursement Steps

Step 1 (All Participants)

Employees seeking tuition reimbursement must complete the Tuition Reimbursement Program Application and submit to their Department Director at least 30 days prior to registering for classes.

It is recommended that employees meet with their Director prior to starting a program. Applications will be approved based on the job relatedness of the program, funding availability, as well as a satisfactory employee work record

Step 2 (Degrees Only)

Employees participating in a degree program must complete and submit a new Tuition Reimbursement Course Update form no later than 30 days prior to the start of each class (semester) to HR.

Step 3 (All Participants)

Upon successful completion of approved courses, employees must submit the Tuition Reimbursement Agreement along with a validated grade report and paid statement issued by the academic institution.

Must be signed by the employee, HR, and Finance.