

EDUCATION ASSISTANCE – Tuition Reimbursement

Must have enough funds for Fiscal Year
FY= Courses completed between 9/1-8/31

Submitted within 90 Days of Completion

Fully Completed Application:
-Employee Information on Part 1 of the form
-Employee signature
-Manager's Signature

Complete Supporting Documents

REQUIRED

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Acceptable forms of Proof of Payment:

- An invoice/receipt showing that the approved educational expenses were paid in full. It needs to reflect: Balance is \$0, PAID IN FULL, etc.

OR

- Copy of the check(s): Copy must reflect front of the check and the back with the endorsement of the bank's stamp.

OR

- Photo copy of bank statement/credit card statement. Please advise that for the privacy of the account holder, to mark out account numbers and transactions other than the account holder's name and the transaction for the educational expense.

Unacceptable Proof of Payment:

- Registration forms
- Carbon copy of checks
- Price list

Acceptable forms of Proof of Completion:

- Certificate

OR

- Transcript

OR

- Letter from the administer/organization hosting the course.*

**If you attended a Conference/Seminar - contact the organization that hosted the Conference/Seminar and request for a simple letter of attendance.*

The letter should state:

1. Your name
2. Name of conference/seminar
3. Date it was held
4. Statement you attended

To accelerate this process, request that the letter be faxed or emailed.

Unacceptable Proof of Completion:

- Brochures
- ID Badges
- Programs