TULARE COUNTY OFFICE OF EDUCATION

Application for Tuition Reimbursement

TO APPLY FOR TUITION REIMBURSEMENT:

- Fill out the following form. 1.
- Have your department head sign at the bottom of the form. Submit the form to the Personnel Department. 2.
- 3.

YOU WILL BE NOTIFIED	CONCERNING	YOUR ELIGIBIL	LITY FOR TUITI	ON REIMBURSEMENT
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Name:			Title:				
Address:			_	PERMANENT S	STATUS		
City: (Zip):				PROBATIONARY STATUS			
COLLEGE OR COUP		COURSE TIT	LE	DATE OF CLA	UNITS		
INSTITU	TION			Begin	End		_
FALL SPRING	(Submit appli (Submit appli (Submit appli	cation between July 2 and cation between July 30 and cation between December 3 cation within 28 days of firs	September 28) 31 and March 1)				
TUITION	\$						
BOOKS	\$						
FEES	\$						
MATERIALS	\$						
TOTALS	\$		(Upon approval by Executive Board this amount of the tuition reimbursement fund will be reserved for you until you complete the course(s).				
		brief description of the co future promotional opport		cate how it (they) v	vill be relevant	to either you	r
				Signature of E	Employee		Date
CONCURREN	CE OF DE	PARTMENT HEAD:		Signature of D	Department I	Head	Date

After your Department Head signs his concurrence, forward the completed application to the Personnel Department. You will be notified by the Personnel Department concerning your eligibility for reimbursement.

TUITION REIMBURSEMENT PROGRAM

GOAL: The Tuition Reimbursement Program (TRP) for classified employees is designed to assist the employee in increasing the knowledge and skills needed to perform his/her job; to promote safe working practices and procedures; to provide the employee with opportunities to learn better and more efficient ways to perform their duties; to stimulate the employee to reach and maintain higher levels of productivity and job effectiveness; and to encourage the employee to improve his/her relations with students, other employees, and the public.

ELIGIBILITY: Office of Education employees are eligible to participate in the Tuition Reimbursement Program provided they have:

- 1. Permanent status. (Employed by the Office of Education one year.)
- 2. Made application within the dates indicated in the following schedule:

SUMMER SESSION FALL SESSION SPRING SESSION July 2 - July 27 July 30 - September 28 December 31 - March 1

Applications for Summer Sessions ending in July or August should not be submitted until July (pending TRP funds for the Fiscal Year).

APPROVAL: All applications will be approved by the Executive Board. Applications will be approved on the following basis:

- 1. The course is of such nature that it will impact the employee's ability to better perform their present duties or the duties in a class to which they might reasonably be expected to promote (within the class series as a general guideline.) General coursework required to obtain an advanced degree will not qualify for reimbursement, unless it is determined that the specific course is directly related to improving the employee's ability to perform their current job functions, or job functions to which they may promote.
- 2. The maximum reimbursement for any employee is \$200.00 for any one budget year, and funds will be approved on a first come basis to the extent of the allocated funding.
- 3. Tuition reimbursement for courses requiring employees to be absent from regular duty assignments shall be approved only with an advance agreement between the department head and the personnel department.

REIMBURSEMENT EXPENSE: Reimbursement will be made for the following expenses related to course work approved under the Tuition Reimbursement Program:

- ! Registration fees, tuition, books, laboratory fees, and reasonable special charges.
- ! Parking fees and reimbursement for travel costs will **not** be reimbursed.

REIMBURSEMENT: Reimbursement is made after the course has been completed and may be authorized when, upon completion of an approved course, an employee submits the following:

- 1. Receipt for or statement of actual costs to the employee.
- Evidence of a satisfactory rating received for course work (grade "C" or better).

The application Form is on the **reverse** side of this memorandum. If you have any questions pertaining to the Tuition Reimbursement Program, please feel free to contact the Personnel Department, Tulare County Office of Education, Phone: 733-6306.

******* TO APPLY, SEE REVERSE SIDE OF THIS NOTICE *******

Legal Reference: Education Code

45387 Reimbursement for Training

revised: 9/17/75 revised: 2/16/83 revised: 11/22/93 revised: 9/11/00