



TUITION REIMBURSEMENT GUIDELINES

STEP 1

Prior to taking a course, you are required to send us a copy of an official letter of acceptance from your university. The letter needs to state the date you were accepted into the degree-seeking program and the title of the program you are currently in.

NOTE: If you have already sent us this document, you do not need to do this again. We only need this once.

STEP 2

Prior to taking a course, fill out one college reimbursement form for **EACH** course. Click [HERE](#) for the Tuition Reimbursement Forms.

STEP 3

When you complete the course, send your financial statement and final letter grade to the Professional Learning Office .

Financial Statement/Receipt must have your name and the name of the university/college on it. Check university/college website "Account Summary" for receipt.
MUST show amount of tuition paid for each course.

For grade report, check the university/college website "Final Grade." Print grade report (this can be an unofficial transcript). This also needs to show the total of credits earned for the course.
MUST state an actual letter grade, not a percentage.

Staple BOTH receipt and grade report together and send to Professional Learning.
FINAL GRADE REPORT AND RECEIPT MUST BE SUBMITTED WITHIN 6 MONTHS FROM THE DATE OF COMPLETION OF EACH COURSE

FREQUENTLY ASKED QUESTIONS

Is there a limit to the number of credit hours I can be reimbursed?

Yes, no more than 12 credit hours per school year (July 1 - June 30), up to a maximum of 36 credit hours total while employed by the District.

I was just hired as a teacher and would like to receive reimbursement, am I eligible?

No, you must have completed three (3) consecutive years of experience in the CCEA Bargaining Unit (except in cases where courses satisfy certification requirements).

Once I turn in my grades and receipt, how long does it take to be reimbursed?

Depending on when the documents are received, it can take anywhere between 2-3 weeks.

What percentage do I get reimbursed?

You are not reimbursed a certain percentage of the amount you paid. The flat rate set by the State can be found on the Professional Learning webpage.

What happens if I submit my grades and receipt more than six months after I have completed the class/classes?

You are NOT eligible for reimbursement.

I am a non-bargaining unit employee, am I eligible for reimbursement?

Yes, you will use the CCEA union negotiated language as the terms of reimbursement.