

**Staff Application for Tuition Reimbursement**  
**NESD Head Start Program, Inc.**

Name \_\_\_\_\_ Position \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Cellular Number \_\_\_\_\_

Circle the Highest Educational Grade Completed: 8 or Less 9 10 11 12 13 14 15 16+

Do you expect to earn a degree? \_\_\_\_\_ When \_\_\_\_\_

What is your career goal? \_\_\_\_\_

\_\_\_\_\_

How will this course be of benefit to your career? \_\_\_\_\_

\_\_\_\_\_

Are you receiving any financial aid for this training? \_\_\_\_\_ If yes, list the sources and amounts:

\_\_\_\_\_

\_\_\_\_\_

I am requesting approval of reimbursement from the NESD Head Start Program, Inc. for classes taken at: \_\_\_\_\_

for \_\_\_\_\_ credit hours in the following courses:

<u>Course</u>	<u>Completion Date</u>	<u>Cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I understand that I will pay for the cost of this / these course(s) and I will present a receipt for the cost and verification of completion (class grade) to receive reimbursement for costs. I realize reimbursement is contingent on the availability of funds and the cost will not necessarily be paid in full. As a staff member, if training reimbursement funds are received, I intend to continue my employment with the NESD Head Start Program, Inc. for a minimum of 3 years from the date signed below.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Verified and Approved by:

Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Education Manager \_\_\_\_\_ Date \_\_\_\_\_

**Tuition Reimbursement Plan**  
**NESD Head Start Program, Inc.**

**Introduction**

The Tuition Reimbursement Plan provides eligible employees with the opportunity to maintain or improve job-related skills through participation in course work at accredited colleges, universities and other educational institutions that participate in professional certification programs.

The NESD Head Start Program, Inc. offers two different types of tuition reimbursement:

1. Undergraduate and graduate level course work; and
2. Professional Certification.

**Types of Tuition Reimbursement Plans**

**Undergraduate and Graduate Level Courses**

**Eligibility:** After one year of service, regular full and part-time employees working 30 hours or more per week may apply for reimbursement for undergraduate or graduate level courses. Courses may be part of a degree program, or may be taken in a non-matriculated status. Courses must be taken through an accredited college or university.

**Summary:** The NESD Head Start Program, Inc. establishes an annual budget for tuition reimbursement. Employees will be reimbursed for 80% of tuition, based on funds available for job related course work, up to a maximum of \$5,250 per calendar year. Classes not job related, but are part of a degree program, will also be reimbursed; however, preference will be given to classes that relate directly to career advancement.

Whether a class relates directly to career advancement will be determined on a case-by-case basis by the Human Resource Manager. The NESD Head Start Program, Inc. will consider all requests for reimbursement up to the annual budgetary limit. Staff intending to undertake such coursework will be requested to notify the Human Resource Manager in writing by September 1 of each calendar year as part of the annual budgetary process.

**Non-Degree Courses:** NESD Head Start Program, Inc. employees are eligible to take non-degree courses after 6 months of employment.

Reimbursement forms are available from the Human Resource Manager. Coursework must be approved in advance by the employee's immediate supervisor.

**Reimbursement (including non-degree courses):** The following are reimbursement guidelines:

1. For undergraduate or graduate level coursework, tuition and eligible fees are reimbursed only for courses taken and completed with a final grade or at least "C" or equivalent.
2. Reimbursement must be approved by the Executive Director within 7 days of receipt of final passing grade.

3. Employee agrees to a 3 year job commitment or a re-payment schedule if employee leaves employment prior to the completion of the 3 year commitment.

### **Non-Reimbursable:**

The following items are not reimbursable:

1. Application fees, transcript fees, test preparation fees, admission testing fees, books, placement fees, course waiver fees, late fees, parking fees, equipment / computer charges and / or purchase, tutoring fees, deferred tuition fees, student activity fees and other similar fees.
2. Fees are not reimbursable when an employee voluntarily terminates employment or if they are terminated for cause, prior to course completion.
3. Fees are not reimbursable if they have not been approved in advance.

### **Priority for Staff Training and College Credit:**

- Degrees for Teachers
- College credit or CEU's for Teachers to keep their teaching certificate up-to-date
- Teacher Assistants – CDA or Early Childhood Associate
- Education Coordinators – Degree
- College credit to meet the requirement of the position
- Training and / or college credit regarding initiatives
- Training and / or college credit that will enhance job performance or provide opportunity for advancement

### **Guidelines for Staff Training & College Credit Reimbursement:**

- Applicants need to submit a Staff Training Reimbursement form prior to attendance
- Reimbursements will be made to applicants when a copy of receipt of payment, notification of class completion or attendance and passing grade is submitted (if college credit is received)
- College credit will be reimbursed at the current hourly rate for undergraduate credit at the State resident rate
- Registration fees will be reimbursed at the approved cost for the training
- Reimbursement will be made contingent upon availability of funds

### **Professional Certification Programs**

**Eligibility:** After 6 months of employment, regular full and part-time employees working 30 hours or more per week may apply for reimbursement for coursework leading to professional certification.

**Summary:** Programs leading to professional certification must be job-related and it should provide the participating employee with knowledge and skills applicable to their current position or career path.

**Reimbursement:** The NESD Head Start Program, Inc. will reimburse employees for 100% of course fees, upon successful completion of the course, up to \$1,000 per calendar year, based on funds available. Employees will not be reimbursed if they do not

complete all courses related to the certification program. For multi-class certification programs, employees may be reimbursed after completion of each class. If, however, all coursework is not completed for certification, employees will be required to pay back to the NESD Head Start Program, Inc. 20% of the cost of each class completed.

**Eligibility:** After 6 months of employment, employees working a minimum of 20 hours or more per week may apply for reimbursement for coursework leading to professional certification.

**Reimbursement:** The NESD Head Start Program, Inc. will reimburse employees for up to \$100 per calendar year for non-college coursework. To be reimbursed for a lifetime learning program, a receipt and proof of class completion should be submitted to the Human Resource Manager.

### **Information Applicable To All Types Of Tuition Reimbursement Plans**

**Work Schedules:** Participation in the Tuition Reimbursement Plan should not in any way interfere with the employee's ability to perform his / her job.

Permission to take a course during scheduled working hours will be determined on a case-by-case basis by the employee's immediate supervisor and the Human Resource Manager.

**Procedure:** Employees must apply for tuition reimbursement in advance of taking classes.

To apply, the employee must complete a Tuition Reimbursement form and submit it to the Human Resource Manager prior to beginning the class. In addition to the application form, the employee should submit material describing the program and courses. The Human Resource Manager will notify the employee if the application has been approved.

To request reimbursement, the employee should submit the Tuition Reimbursement form, along with a copy of the receipt for tuition and a copy of the course grade. If the course is incomplete, or a grade below a "C" is received, the employee will not be reimbursed.

Employees will be reimbursed within 30 days of submitting the reimbursement form and materials to the Human Resource Manager.

**Plan Year:** The Plan Year shall mean the 12 month period that ends October 31 of each year. The records of the Tuition Reimbursement Plan are kept on a calendar year basis.