

Unaffiliated Tuition Reimbursement Policy & Submission Requirements

To support the professional and personal development of bargaining unit employees, WEOC offers tuition reimbursement for **pre-approved** continuing education, certification, undergraduate, graduate, and post-graduate courses at accredited colleges and universities.

Application Process

- The **Request for Tuition Reimbursement Form** must be completed **and approved prior to the start of the course**.
- The form must be submitted to the **Program Director and Executive Director** for review.
- Approval is subject to administrator discretion and may be granted or denied.

What to Submit to WEOC HR Coordinator, Theresa Angel

When requesting reimbursement, employees must provide:

- Completed **Request for Tuition Reimbursement Form**.
- **Signed approval** from your direct supervisor.
- **Itemized bill** showing tuition costs.
- **Course description**.
- **Final grade report** (C or better required).

Reimbursement Details

- Reimbursement covers **tuition and approved certification/testing fees only** (not materials, books, or other fees).
- Employees must earn a **grade of “C” or better** to qualify.
- Coursework and testing **not completed by May 1** may be submitted the following fiscal year, provided the employee is still employed as of May 1 of that year.
- Approved reimbursements will be paid **within 60 days of submission** of all required documentation.
- Reimbursement will not exceed the **IRS limitation** of \$5,250 per calendar year.

WEOC Tuition Reimbursement Request Form

This form must be completed in full. The original form and supporting documents should be given to the WEOC Program Director/Principal. Forms must be completed and final approval received prior to the first day of class.

Employee Name: _____ Phone Number: _____

Address: _____

Social Security Number : _____ Department: _____

Job Title : _____ Name of School: _____

Proposed Course is:

- ☐ Undergraduate Course Credit
- ☐ Graduate Course Credit

Course Title: _____

Course Number: _____ Credit Hours : _____

Course Begins: _____ Course Ends: _____

Tuition, Fees and Itemized Receipts Required:

Are courses for a credit leading towards a degree?

- ☐ Yes
- ☐ No

Name of Diploma/Degree: _____

Major Field of Study: _____

Are you receiving any other educational financial support, such as VA benefits, scholarships, grant funding or other financial support?

- ☐ Yes
- ☐ No

☐ If yes, what type of assistance and what is the amount you are receiving? Documentation will need to be provided in order to receive reimbursements.

Please attach supporting documentation addressing the following questions and any other comments:

- How does the proposed course of study relate to your job assignments/position duties?
- How will the course-provided education be useful in your performance?

I have read and understand the Tuition Reimbursement Policy and I agree to the terms of the policy.

Employee Signature: _____ Date: _____

The Program Director will review, sign and forward to the Executive Director. If this request is approved, WEOC will send a copy to the employee and email a notice of approval to the employees and the Program Director. If the request is denied, HR will inform the parties of the decision.

Department Head Signature: _____ Date: _____

☐ Approved ☐ Denied

If denied, please state reason:

Executive Director Signature: _____ Date: _____

☐ Approved ☐ Denied

If denied, please state reason:

Tuition Repayment to WEOC for Incomplete Post-secondary Courses

The WEOC shall pay the postsecondary expenses of the students enrolled in its programs. If a student does not complete a postsecondary course for which WEOC has paid for tuition, fees, books, course materials, and other expenses allowed by law, the student must pay WEOC for the expenses advanced on behalf of the student. Any refund received by the WEOC from the postsecondary institution for the student's course(s) will be subtracted from the amount owed by the student.

- a. Failure to complete a postsecondary course is defined as:
 - Receiving a failing grade in a postsecondary course.
 - Withdrawing from a postsecondary course after the refund deadline has passed.
 - Receiving a grade of Incomplete for the course and failing to convert the grade of Incomplete to a passing grade within 30 calendar days of the end of the semester.
- b. The student shall have thirty (30) days from receipt of a written statement of the amount owed to WEOC to pay the stated amount. Until the full amount is paid, the WEOC will not advance any money to a postsecondary institution on the student's behalf. After the full amount has been repaid, the WEOC may advance money to a postsecondary institution on the student's behalf.
- c. A student who is unable to repay the amount owed may appeal to their program administrator for a waiver of payment, providing financial information to substantiate their claim of financial hardship.
- d. The program administrator will use the financial criteria to qualify for the Free and Reduced Lunch Program to assess the student's financial hardship and grant a waiver from repayment.
- e. Reimbursement of Repayment to the WEOC of District of Residence
 - Upon receipt of repayment by a student for an incomplete postsecondary course, the WEOC will reimburse the student's WEOC of residence for the amount repaid by the student for tuition, fees, and other expenses allowed by law, except for books, and course materials, which the WEOC will add to its library of postsecondary course materials for use by other students.
 - Should the student fail to repay the WEOC so that the WEOC cannot reimburse the student's resident WEOC, the student may be governed by policies of the resident WEOC.
- f. Computation of Tuition Reimbursement
 - The WEOC will reimburse the WEOC of residence the actual amount spent on behalf of the student. This amount will be the lesser of (a) the full cost of tuition, fees, books, course materials, and other expenses allowed by law, or (b) the statewide pupil - weighted average state aid foundation allowance, adjusted for the proportion of the school year that the pupil attends the postsecondary institution. The statewide pupil - weighted average is published by the Michigan Department of Education and changes each school year.
 - The calculation for postsecondary expenses using the statewide

pupil-weighted average foundation allowance first divides the pupil-weighted average foundation allowance by three (3), the number of semesters in the postsecondary school year, then divides the result by twelve (12), the number of credit hours in a full-time postsecondary schedule, to determine the total allowable cost for each credit hour taken by a full-time student.