

WEOC FT 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

- Funding is limited to **\$20,000 per fiscal year**, available on a first-come, first-served basis. This is the total amount for all WEOC programs.
- 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 or the Consortium’s maximum policy amount.



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 Reimbursement

To encourage the professional and personal development of bargaining unit employees, the Program will reimburse for successful completion of pre-approved continuing education, certification, undergraduate, graduate and post-graduate courses in accredited colleges or universities as provided under the WEOC Tuition Reimbursement Policy.

Application Process

To be eligible for reimbursement, the employee must complete the Request for Tuition Reimbursement Form and receive approval before beginning a course that the employee is seeking reimbursement for. The Request for Tuition Reimbursement Form must be submitted to the Program Director and Executive Director for review. Approval of reimbursement is subject to the Program Director's and Executive Director's approval and may be granted or denied at the administrator's discretion.

Reimbursement

WEOC will maintain a Tuition Reimbursement fund for bargaining unit employees of \$20,000 per fiscal year to reimburse bargaining unit employees for pre-approved tuition costs.

Reimbursement will be considered and, if approved, paid on a "first come, first serve" basis.

Unused reimbursement funds for a fiscal year will return to the Consortium's general fund.

Bargaining unit employees, who successfully complete (with a grade of "C" or better) prior District-approved college/university coursework, and/or District-approved additional certification, including testing fees and coursework, shall receive tuition reimbursement, up to the IRS limitation, in the following manner:

1. Employees shall submit verification of completed coursework to the District office by May.
2. The reimbursement shall be limited to no more than the actual cost of tuition for District-approved courses and to take District-approved certification testing (excluding materials, fees, books, etc.)
3. Employees shall receive reimbursement up to the maximum amount allowed in the Consortium's Policy.
4. Coursework and testing, not completed by May 1, may be submitted the following fiscal year, if the employee remains an employee of the District on May 1 of the following year.
5. The Employer shall reimburse the Employee within 60 days of receiving verification of completed coursework.