The Educational Reimbursement Application must be received by Human Resources (HR) Staff Development prior to class or no later than 10 business days after the first day of class. Application must be filled out completely and include supporting documents. Incomplete applications will be returned, which may delay payment or be denied. See instructions below.

1. Fill in **all** information on the application (EID, MOU, education goal, dates, etc.) If there has been a recent change of address, please notate this on the application.

2. Sign the application and send to your Department Appointing Authority for approval *before* submitting it to HR Staff Development.

3. Include all required supporting documents with your application (see below).

   Required Documents for a Degree Program
   - Degree program graduation requirements – what classes are needed to complete program
   - Class schedule - beginning & end class dates(not entire program)
   - Fee schedule - how much class cost

   Required Documents for Individual Courses, Certificate Programs or License Renewal
   - Documentation that provides course title and description, training date(s), and fee schedule

   If requesting books, please submit syllabus for book requirements

4. HR Staff Development will review the application and notify the employee of the application status (accepted, denied, or in review) within ten (10) business days of receipt of the application.

5. Applications that are not received within the above deadline will be denied. As such, employees are strongly encouraged to submit their application as early as possible to allow sufficient time to meet the deadline

6. Contact HR Staff Development immediately if there are changes (change of address, dropped or added classes, etc.) to your application once it has been accepted.

7. Once course is completed, submit additional required documentation (see below) to Staff Development **no later than 60 calendar days** after the class ends.

   - A copy of all payment receipts including registration and fees. (Receipt(s) must clearly identify the purchased items and the amount paid for each purchased item.)
   - A course syllabus listing the required textbooks if application requests reimbursement for textbooks
   - Proof of satisfactory completion of course(s) (i.e., certificate, grade report of C or better, etc.)

Reasons for denial of education reimbursement:
- Application and all required documents were not received by HR Staff Development by the specified deadlines
- Employee reached maximum allocated funds for the semester or fiscal year
- Employee received "Unsatisfactory" rating on last performance evaluation
- Employee on Leave of Absence
- Class not eligible for reimbursement