



EDUCATIONAL ASSISTANCE REIMBURSEMENT FORM

- Tuition Reimbursement (\$1000 per semester)
 Licensing Expense
 Training Expense
 Loan Repayment (\$1000/FY)

PLEASE PRINT

Employee Name: _____ Department: _____ Date: _____

Date of Hire: _____ Full Time: _____ Part Time: _____ # of hours _____

THIS SECTION MUST BE COMPLETED

Date of Hire: _____ **Passed Probation period:** yes no

Institution: _____ Fee: \$ _____

Course/Degree/License: _____

Start Date: _____

*****Please see below for attachments needed for processing your request*****

APPROVED BY:

Program Director: _____ Date: _____
(signature)

Vice President/
Campus Director: _____ Date: _____
(signature)

Director of People and Culture: _____ Date: _____
(signature)

*****For HR Use Only*****

Tuition Documents	Date Received	License Documents	Date Received	Training Documents	Date Received	Loan Documents	Date Received
Course Description		Passed Exam		Course Description		Balance Statement	
Grades		License Renewal		Receipt		Copy of Diploma	
Receipt		Receipt					

EDUCATIONAL ASSISTANCE PROGRAM POLICY

(Excerpt from Employee Handbook, Policy IV, F)

PROCEDURE

Regular employees who a) work at least 20 hours a week; b) have been employed by the Agency for at least six months; **and** c) have successfully completed their new probationary period may be eligible for educational assistance. There are four categories under the educational assistance benefit. An employee has the option to use funds for expenses related to tuition costs, loan repayment, trainings, and/or licensing fees for a total combined allowance of \$2000 each fiscal year.

Application Process:

1. Applicants must submit supporting materials justifying their request for educational assistance in any form. An example of such supporting materials for tuition would be a course description from the educational institution along with evidence of enrollment in the course. An example of supporting materials for a licensing/certification exam would be a copy of a registration form clearly indicating the type of exam for which the applicant is registered. An example of supporting materials for loan repayment would be an invoice or receipt of payment from the loan servicing agency.
2. Supporting materials should be attached to a completed Education Assistance Reimbursement Application Form and given to the staff person's Program Director. The Application Form must be signed by the Program Director and then approved by the component Vice President before being forwarded to the Director of Human Resources. The employee will only be eligible to receive educational reimbursement pursuant to this policy if the form is approved by all three of the above individuals or their designees.

Reimbursement Process

1. In order to receive reimbursement for course tuition and/or books towards a course, an applicant must submit the following to the Director of Human Resources following completion of the course:
 - a. Proof of successful completion of the course, with a grade of 2.0 or better.
 - b. Proof of payment with a receipt documenting cost of tuition and/or course materials.
2. In order to receive reimbursement for a licensing/certification course or exam, or preparation materials for the exam, an applicant must submit proof of having successfully passed the exam to the Director of Human Resources.
3. In order to receive reimbursement for loan repayment an employee must provide a current balance statement from a financial institution that clearly indicates they are student loans. The employee must also provide a diploma indicating what the degree was issued in to the Director of Human Resources.
4. In order to receive funding for a training, certification or seminar program, the Program Director and component VP must approve the request in advance and work with the employee to register and pay for the request.
5. Applicants may apply for advanced tuition payment in accordance with the Educational Advanced Payment policy below:

Tuition Advanced Payment

Wayside Youth & Family Support Network provides advance payment, as outlined in this policy and in the Educational Expense Agreement, for the Educational Assistance Program not to exceed \$1000 per semester for full time employees and prorated for part time. Approval for advance payment is based upon the course and its relevance to the employee's current or future potential position, approval must be obtained from the employee's immediate supervisor, Program Director, and Human Resources, and execution and approval of an Educational Expense Agreement between the employee and the Agency.