



# TUITION REIMBURSEMENT PROGRAM

**GOAL:** The Tuition Reimbursement Program (TRP) for classified employees is designed to assist the employee in increasing the knowledge and skills needed to perform his/her job; to promote safe working practices and procedures; to provide the employee with opportunities to learn better and more efficient ways to perform their duties; to stimulate the employee to reach and maintain higher levels of productivity and job effectiveness; and to encourage the employee to improve his/her relations with students, other employees, and the public.

**ELIGIBILITY:** Office of Education employees are eligible to participate in the Tuition Reimbursement Program provided they have:

1. Permanent status. (Employed by the Office of Education one year.)
2. Made application within the dates indicated in the following schedule:

SUMMER SESSION	July 2 - July 27
FALL SESSION	July 30 - September 28
SPRING SESSION	December 31 - March 1

Applications for Summer Sessions ending in July or August should not be submitted until July (pending TRP funds for the Fiscal Year).

**APPROVAL:** All applications will be approved by the Executive Board. Applications will be approved on the following basis:

1. The course is of such nature that it will impact the employee's ability to better perform their present duties or the duties in a class to which they might reasonably be expected to promote (within the class series as a general guideline.) General coursework required to obtain an advanced degree will not qualify for reimbursement, unless it is determined that the specific course is directly related to improving the employee's ability to perform their current job functions, or job functions to which they may promote.
2. The **maximum reimbursement for any employee is \$200.00 for any one budget year**, and funds will be approved on a first come basis to the extent of the allocated funding.
3. Tuition reimbursement for courses requiring employees to be absent from regular duty assignments shall be approved only with an advance agreement between the department head and the personnel department.

**REIMBURSEMENT EXPENSE:** Reimbursement will be made for the following expenses related to course work approved under the Tuition Reimbursement Program:

- ! Registration fees, tuition, books, laboratory fees, and reasonable special charges.
- ! Parking fees and reimbursement for travel costs will **not** be reimbursed.

**REIMBURSEMENT:** Reimbursement is made after the course has been completed and may be authorized when, upon completion of an approved course, an employee submits the following:

1. Receipt for or statement of actual costs to the employee.
2. Evidence of a satisfactory rating received for course work (grade "C" or better).

The application Form is on the **reverse** side of this memorandum. If you have any questions pertaining to the Tuition Reimbursement Program, please feel free to contact the Personnel Department, Tulare County Office of Education, Phone: 733-6306.

**\*\*\*\*\* TO APPLY, SEE REVERSE SIDE OF THIS NOTICE \*\*\*\*\***

Legal Reference: Education Code  
45387 Reimbursement for Training

revised: 9/17/75  
revised: 2/16/83  
revised: 11/22/93  
revised: 9/11/00