

REIMBURSEMENT SCHEDULE

**COMPLETED REIMBURSEMENT PACKETS MUST BE IN THE HUMAN RESOURCES OFFICE
BY THESE DATES:**

SUMMER / FALL	SPRING / WINTER
January 31st 20XX	June 30th 20XX

TUITION REIMBURSEMENT INSTRUCTIONS

Failure to comply with these instructions and date deadlines will result in your reimbursement packet being returned. Incomplete/inaccurate packets delay reimbursement for everyone.

BEFORE YOU TAKE CLASS(ES):

Staff must submit for approval PRIOR to the start of any course.

1. Complete a Course Tuition Reimbursement Form in FileBound prior to the start date of the class for each class. Go to the intranet, click on "Forms".
2. Print your final approvals when you receive them by email. This is the first piece of your reimbursement packet. You must click the link in the email and print the actual approval from Filebound.

AFTER YOU HAVE TAKEN CLASS(ES):

Only hardcopy packets will be accepted. Incomplete packets cannot be processed and will be returned. Your reimbursement may be delayed until the next processing cycle.

When you have completed the course and received a transcript for the classes taken, you are ready to complete your personal reimbursement packet. Use the attached checklist as a guide.

1. Include a copy of your final approval from FileBound and the Tuition Reimbursement Request form.
2. You must include a statement from the institution indicating itemized charges and payments. This is your Proof of Payment document.
3. You must include an unofficial transcript that is printed from the institutions website. You may not use the "My Grades" application from your University.
4. You must include a Tuition Reimbursement Cover Page and a Tuition Reimbursement Course Log. These documents are located on the Red Clay Intranet: go to the intranet, click "Forms", scroll down to "Financial", click on "Tuition Reimbursement Form".
5. Do not put any dollar amounts on the cover page, only your personal information and your employee ID number. PLEASE DO NOT STAPLE YOUR PACKET.
6. The Tuition Course Log should contain: course title and course number, number of credits and tuition amount. Do not include any class fees on your reimbursement, only the tuition. Use two sections on the same sheet to list summer and fall classes. Print clean forms. Do not use or submit the examples.



RED CLAY CONSOLIDATED SCHOOL DISTRICT
OFFICE OF HUMAN RESOURCES

TUITION REIMBURSEMENT

Critical Needs Scholarships are still a separate process and handled through the Office of the Chief Financial Officer.

Below is information you will need to complete the approval and reimbursement processes:

EMPLOYEE GROUP	TEACHERS
ALLOCATION: \$25,000 YEARLY	<p>\$15,000 Summer/Fall Semesters – due in human resources no later than January 31st.</p> <p>\$10,000 Winter/Spring Semesters – due in human resources no later than June 30th.</p>
DISTRIBUTION:	Per Credit hour (UD Rate) - Prorated based on the number of submissions received.
APPROVERS:	Principal Lauren Fleck, HR Director
REMINDERS:	<p>Tuition Reimbursement packets will not be accepted after the due date(s).</p> <p>Reimbursements will be processed 3 - 4 weeks after the due date(s).</p>
<ul style="list-style-type: none"> Teachers and other instructional staff covered by RCEA bargaining agreement, may submit for reimbursement, any credit course they feel will advance their professional knowledge and skills. This includes: Bachelor, Master, Doctoral and Administrative Certification. All grades must be C or better. 	
EMPLOYEE GROUP	SECRETARIES
ALLOCATION: \$5,000 YEARLY	Per credit hour. Max up to \$1,000 per employee
DISTRIBUTION:	Prorated based on the number of submissions received. Paid once per year; due in human resources no later than June 30th .
APPROVERS:	Principal Lauren Fleck, HR Director
REMINDERS:	<p>Tuition Reimbursement packets will not be accepted after the due date.</p> <p>Reimbursements will be processed 3 -4 weeks after the due date.</p>

- Secretaries: per the collective bargaining agreement, credit coursework must be relevant to the secretarial profession and/or mutually beneficial to the employer and operations. Coursework for learning Spanish is also accepted. All grades must be C or better.

EMPLOYEE GROUP	PARAPROFESSIONALS
ALLOCATION: \$5,000 YEARLY	Per credit hour. Max up to \$2,500 per employee. Summer/Fall Semesters - due in human resources no later than January 31st . Winter/Spring Semesters – due in human resources no later than June 30th .
DISTRIBUTION:	Prorated based on the number of submissions received.
APPROVERS:	Principal Lauren Fleck, HR Director
REMINDERS:	Tuition Reimbursement packets will not be accepted after the due date(s). Reimbursements will be processed 3 -4 weeks after the due date(s).
<ul style="list-style-type: none"> Paraprofessionals: per the collective bargaining agreement, credit coursework must be related to the education profession. All grades must be C or better. 	
EMPLOYEE GROUP	ADMINISTRATORS
ALLOCATION:	Contact Human Resources
DISTRIBUTION:	Paid once per year. Due in human resources no later than June 30th .
APPROVER:	Lauren Fleck, HR Director
REMINDERS:	Tuition Reimbursement packets will not be accepted after the due date(s). Reimbursements will be processed 3 -4 weeks after the due date(s).

Red Clay Consolidated School District Tuition Reimbursement – Checklist

Please complete this checklist and return the Tuition Reimbursement Documents & checklist to Human Resources. (*Human Resources will submit to the Business Office when all information is received and complete*)

Employee Name	Employee ID#	College/University Attended	Date
_____		eSupplier Information must be completed in State Financial system. Link: https://esupplier.erp.delaware.gov Direct Questions to State of Delaware, Division of Accounting at (302) 526-5600 eSupplier Team	
_____		Copy of this checklist	
_____		Course Reimbursement Form and Approval (for each course)	
_____		Billing Statement – Detail of payment	
_____		Unofficial/Official Transcript showing course(s) and grade(s) “My Grades” is not acceptable. Grade must be a “C” or better	
_____		Tuition Reimbursement Cover Sheet Must be signed by Employee, Principal or Immediate Supervisor	
_____		Tuition Log: Must be completed with the following information Course # & Name of Course Semester College/University Attended Number of Credits Tuition Amount (do not include any fees)	

IMPORTANT

All information must be sent hardcopy. No email or fax documents will be accepted or processed. All documents submitted to the Business Office must be originals. Incomplete packets will be returned. Keep a copy of everything submitted.



Red Clay Consolidated School District Tuition Reimbursement Request

- The Red Clay Consolidated School District Reimbursement Request must be sent to Human Resources by the approved dates on the Tuition Reimbursement Instructions form.
- **IMPORTANT NOTE:** You **MUST** submit the Course Tuition Reimbursement Form from the online application, and the course approval from Human Resources with your Tuition Reimbursement Request the unofficial transcript, and a financial statement from the college showing cost breakdown of costs. Please refer to the Tuition Reimbursement Instructions for additional information.

Employee Name: _____ Employee ID: _____
 Home Address: _____ College/University: _____
 City: _____ State: _____ Zip Code: _____

Note: Please put course cost only, no fees or other expenses for the course.

Semester Dates	Name of Course	Course No.	# of Credits	Course Cost

Budget Reference: 202X Fund: 270 Dept: 953200
 Operating Unit: 99940400 Appropriation: 98000 Account: 55371
 Program: 95465 Category Code: 86141504 School Location: _____

Bachelors/Masters/Doctorate: _____ Reimbursement Amount Total: _____ *(Business Office Use Only)*

Employee Certification

I do solemnly swear that the above mentioned expenses were incurred as a necessary expenditure in the conduct of state business and that the representations contained in this form are true and correct.

Employee Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Human Resources Approval: _____ Date: _____

Check List	
Course Log	_____
Statement of Itemized Charges/Payments	_____
Unofficial Transcript	_____



Red Clay Consolidated School District Tuition Reimbursement Course Log

Name: _____ Employee ID: _____

Date	Course Number & Course Name	Number of	Amount
	Semester	Credits	
		Total	\$