



Tuition Assistance Policy

Tuition reimbursement may be available for those courses recommended by a Principal or Supervisor.

New Horizons may pay up to \$550.00 (Five Hundred Fifty Dollars) per course for **one** successfully completed class per year based on the actual cost of the class. The Center may pay up to \$1000.00 (One Thousand Dollars) for the cost of **one to three** classes per year for initial certification/academic credentialing in the position held, based on the cost of each class. Reimbursements of all requests are dependent on there being sufficient funds in the budget. Reimbursement of multiple classes will also be paid on an “as received” basis in the Finance Office. **Employees must commit to at least one additional semester after being reimbursed for tuition; otherwise, the money must be paid back to NHREC.**

The cost of the class must be provided at the time of the initial request (see form) in order to encumber funds.

The required paper work and proper documentation for processing the request must be received in the finance office no later than **May 1** of each fiscal year.

The following ***must** be attached to the tuition assistance form when turned into the Finance Office upon completion of the class:

A copy of **your** personal cancelled check (front & back) OR

A copy of your bank statement showing the check clearing your bank Account OR

A copy of your credit card statement showing the payment (Personal information on your bank statement or credit card statement should be blanked out, leaving your name and the name of the financial institution) **AND**

An official transcript of your final grade on the letterhead of the educational institution.

***All employees are required to submit proof that they passed a class with a “C” or above to receive reimbursement.**

Payments will be made within four weeks after the Finance Office receives complete documentation. Failure to provide necessary documentation and/or not following the proper guidelines will delay the processing of your request. Please do not ask for exceptions to the guidelines.

If the class is for certification, it is the responsibility of the person making the request for reimbursement to provide a copy of the Department of Education letter and a list of requirements to be completed to the Human Resources Department **and** the Finance Office.

Revised February 2007

*Revised February 2011



REQUEST FOR TUITION ASSISTANCE

Please Read Carefully

Reimbursement may be paid for one successfully completed class per year up to \$550.00. Reimbursement may be paid up to \$1000.00 for one to three classes that are for initial certification/academic credentialing. Courses must be recommended by a principal or supervisor. Upon completion, an official transcript of the final grade and either a copy of your canceled check/bank statement or a copy of your credit card statement must be attached to your approved copy of this form. All employees will be required to submit proof of a **passing grade of "C" or above** to receive reimbursement. It is your responsibility to have requirements from the Department of Education sent to the Human Resources Department and Finance Office. Please **complete all information** requested in order to prevent delay in approval and processing.

(Important: Please see separate page for more detailed information and instructions that go with this form.)

.....

Name *Employee ID Number*

School *Position/Subject Taught*

Title of Class *Dates of Courses*

Institution *Cost of Course*

Is class required for initial certification or academic credentialing? YES NO **If yes**, you must submit a copy of the Department of Education letter and the list of requirements to be completed.

Signature of Requestor *Signature of Principal/Supervisor*

Date *Date*

(Finance office use only)

THE ABOVE REQUEST IS APPROVED FOR PAYMENT

Name *Date*