



REQUEST FOR TUITION ASSISTANCE

\*\*Please Read Both Sides 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 each of one to three classes that are for initial licensure, or academic or technical 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 licensure, or academic or technical 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 below only represents eligibility for reimbursement.

Signature of Requestor Signature of Principal/Supervisor Signature of Executive Director

Date Date Date

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(Executive Director/Finance office use only)

THE ABOVE REQUEST IS APPROVED FOR PAYMENT

Joseph Johnson, Executive Director Date

Don Ragland, Director of Finance Date



## Tuition Assistance Policy

Tuition reimbursement **may** be available for those courses recommended by a Principal, Supervisor or Executive Director.

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 licensure and academic or technical 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 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 June 1 of each fiscal year.

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

- ✚ A copy of your personal cancelled check (front and 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 completed 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 initial licensure, 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 Finance Office **and** the Human Resources Department.