



## Tuition Assistance Policy

Tuition reimbursement **may** be available for those courses pre-approved by a Principal or Supervisor AND the 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. **Pre-approval of all requests are dependent on there being sufficient funds in the budget. 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 request for **pre-approval** (see form) in order to encumber funds. 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.

**Upon completion** of the course the following **\*must** be attached to the tuition assistance form when turned into the Finance Office to request reimbursement:

- 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 have passed a class with a “C” or above to receive reimbursement.**

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. Reimbursement of multiple classes will also be paid on an “as received” basis in the Finance Office.

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 procedures will delay or prevent the processing of your request.

Please do not ask for exceptions to the guidelines.



# REQUEST FOR TUITION ASSISTANCE FORM



**BEFORE the course begins this form must be submitted for pre-approval** by a principal or supervisor and then sent to the Executive Director for final approval and eligibility for reimbursement.

***(IMPORTANT: Please review Tuition Assistance Policy for more detailed information and instructions for completing and submitting this form.)***

\_\_\_\_\_  
*Name* *Employee ID Number*

\_\_\_\_\_  
*School* *Position/Subject Taught*

\_\_\_\_\_  
*Title of Class* *Dates of Courses*

\_\_\_\_\_  
*Institution* *Cost of Course*

Is this 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*

\*\*\*\*\*

(Executive Director/Finance office use only)  
**THE ABOVE REQUEST IS APPROVED FOR PAYMENT**

\_\_\_\_\_  
*Executive Director* *Date*

\_\_\_\_\_  
*Director of Finance* *Date*

*Semester Commitment Ends:* \_\_\_\_\_