TUITION REIMBURSEMENT DIRECTIONS

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:

<table>
<thead>
<tr>
<th>EMPLOYEE GROUP</th>
<th>TEACHERS</th>
<th>SECRETARIES</th>
<th>PARAPROFESSIONALS</th>
<th>ADMINISTRATORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLOCATION</td>
<td>$25,000</td>
<td>$5,000</td>
<td>$5,000</td>
<td>Contact HR</td>
</tr>
<tr>
<td></td>
<td>YEARLY</td>
<td>YEARLY</td>
<td>YEARLY</td>
<td></td>
</tr>
<tr>
<td>DISTRIBUTION</td>
<td>Per credit hour</td>
<td>Per credit hour</td>
<td>Per credit hour</td>
<td></td>
</tr>
<tr>
<td></td>
<td>60% summer/fall</td>
<td>Cap $1,000/employee</td>
<td>Cap $2,500/employee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>40% spring (includes winter session)</td>
<td>Once per year/June 30</td>
<td>Per semester</td>
<td>Once per year/June 30</td>
</tr>
<tr>
<td>APPROVERS</td>
<td>Principal Debra Davenport</td>
<td>Principal Christine Smith</td>
<td>Principal Christine Smith</td>
<td>Debra Davenport</td>
</tr>
</tbody>
</table>

- Teachers and other instructional staff covered by the RCEA bargaining agreement may submit for reimbursement any course they feel will advance their professional knowledge and skills. This includes:
  - Bachelor
  - Master
  - Doctoral
  - Administrative certification

- Secretaries: per the collective bargaining agreement, coursework must be related to the secretarial profession. Coursework for learning Spanish is also accepted.

- Paraprofessionals: per the collective bargaining agreement, coursework must be related to the education profession

- All grades must be C or better.
REIMBURSEMENT SCHEDULE

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

<table>
<thead>
<tr>
<th>SUMMER/FALL</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 30, 20XX</td>
<td>June 30, 20XX</td>
</tr>
</tbody>
</table>

TUITION REIMBURSEMENT INSTRUCTIONS

Failure to comply with these instructions 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 e-mail. This is the first piece of your reimbursement packet. You must click the link in the e-mail and print the actual approval from school stream.

AFTER YOU HAVE TAKEN CLASS(ES):

All information must be sent hardcopy. No email or fax documents will be accepted or processed.

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.
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 institution’s website. You may not use the “My Grades” application from your university.
4. You must include a Personal Reimbursement Cover Page and a Personal Reimbursement Supply Log. These documents are located on the Red Clay intranet: go to the intranet, click “Forms”, scroll down to “Financial”, click on “Personal Reimbursement Form”.
5. Do not put any money numbers on the cover page, only your personal information and your employee ID. DO NOT STAPLE YOUR PACKET, PLEASE.
6. The supply log should contain: course title & course #, number of credits and tuition amount. Use 2 sections on the same sheet to list summer and fall classes. Print clean forms. Do not use the examples below.
TUITION REIMBURSEMENT PACKET CHECKLIST

_____ Copy of this checklist

_____ School Stream final approval form

_____ Billing statement (proof of payment)

_____ Unofficial or official transcript showing course(s) and grade(s) received. “My Grades” information is not acceptable.

_____ Grade must be C or better.

_____ Personal reimbursement Cover Page

_____ your signature on the cover page

_____ your immediate supervisor’s signature on the cover page

_____ Personal Reimbursement Supply Log

_____ course title & course #

_____ number of credits

_____ tuition amount

_____ 2 sections on the same sheet to list summer and fall classes (if applicable)
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Purpose</th>
<th>Category Code</th>
<th>Program Code</th>
<th>Task Code</th>
<th>Budget</th>
<th>Line Item</th>
<th>Amount</th>
</tr>
</thead>
</table>

**Notes:**
- All expenses must be authorized in writing by the appropriate grantor.
- All expenses must be supported by original receipts and be itemized.
- All expenses must be recorded in the appropriate grant program budget.

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**Total Mileage:**

<table>
<thead>
<tr>
<th>Mileage</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
</table>

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**Contact Information:**

- **Name:** [Redacted]
- **Address:** 1024 Street, Avenue
- **City:** [Redacted]
- **State:** [Redacted]
- **ZIP:** [Redacted]

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**Red Clay Consolidated School District

Whitney, DE 19813

Red Clay Consolidated School District

Reimbursement Request**
# Red Clay Consolidated School District
## Personal Reimbursement
### Supplies Log

<table>
<thead>
<tr>
<th>Name:</th>
<th>Sally Jones</th>
<th>Employee ID</th>
<th>123456</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor Receipts</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUMMER CLASSES - 2013</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Date</td>
<td>Course # &amp; Course Title &amp; # of Credits</td>
<td>Tuition Amount Only</td>
</tr>
<tr>
<td></td>
<td>Course # &amp; Course Title &amp; # of Credits</td>
<td>Tuition Amount Only</td>
</tr>
<tr>
<td></td>
<td>Course # &amp; Course Title &amp; # of Credits</td>
<td>Tuition Amount Only</td>
</tr>
<tr>
<td></td>
<td>Course # &amp; Course Title &amp; # of Credits</td>
<td>Tuition Amount Only</td>
</tr>
<tr>
<td><strong>FALL CLASSES - 2013</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Date</td>
<td>Course # &amp; Course Title &amp; # of Credits</td>
<td>Tuition Amount Only</td>
</tr>
<tr>
<td></td>
<td>Course # &amp; Course Title &amp; # of Credits</td>
<td>Tuition Amount Only</td>
</tr>
</tbody>
</table>

Total: **LEAVE BLANK**