



FOR SETA STAFF ONLY
Pre-Approval & Request for Tuition Reimbursement
Program Year (2018-2019)

NOTE: SEMINARS AND CONFERENCES ARE NOT REIMBURSABLE THROUGH THE TUITION REIMBURSEMENT PRE-APPROVAL FORM.

Applicant Name: _____ Email Address: _____
 Home Address: _____ Job Position: _____
 City, State, Zip: _____ Home Phone: _____
 SETA Agency: _____ Work Phone: _____
 Job Site: _____ Direct Supervisor's Name: _____

Course Information & Pre-Approval:

Instructional Institution: _____
 Semester/Quarter Start Date: _____ Semester/Quarter End Date: _____ Late Registration Deadline: _____
 (MM/DD/YYYY) (MM/DD/YYYY) (MM/DD/YYYY)

Course	Units	Tuition	Books (SUBMIT reading lists)
		TUITION SUBTOTAL: \$	BOOKS SUBTOTAL: \$
TOTAL Amount Requested for Reimbursement: \$			

I am working towards an: AA BA MA Permit Certificate Other: _____

I have completed an educational "roadmap" with an advisor/counselor at a community college or university. YES NO

I have a current Individual Staff Development Plan (ISDP) and the course work is included in the plan. YES NO

Applicant's Signature: _____ Date: _____

Supervisor/Program Officer/Manager's Signature (pre-approval): _____ Date: _____

FOR OFFICE USE ONLY

Cost Center Allocation & Manager's Final Approval:

REIMBURSEMENT: Program Year _____

Funding Cost Center (FCC) (Please specify program to be charged) _____ Amount _____

General Ledger#: 20203700

APPROVED: _____
 Staff Manager Date HR Manager/Chief Date

 Available Balance

*The Tuition Reimbursement Program will provide funds for staff to assist them in continuing their professional growth, which may include under-graduate and graduate degree programs. This can be used when the staff receives no other funds from any other source, such as government grants and scholarships. Reimbursement shall only be made for course work at accredited colleges, universities and instructional institutions and/or for course work **required** to maintain current licensing or permits as deemed appropriate by the **Agency**. In addition, reimbursement shall only be applicable for the actual cost of the tuition/enrollment, books and other mandatory student fees, not to exceed the current contractual or grant amount per “defined” year. Defined year for Head Start Staff is August 1 through July 31. Defined year for Non- Head Start Staff is July 1 through June 30.*

Requirements to be eligible for tuition reimbursement:

1. Complete and submit this form to your **Supervisor, Program Officer, or Manager** for approval **PRIOR** to the course start date. Once signatures are acquired, submit a copy to the HR/Personnel Unit. **Please note: all pre-approval applications need to have the designated signatures and submitted to the HR/Personnel Unit PRIOR to the start date of your class.**

2. Obtain a grade of *C* (or equivalent) or better

3. Within 30 days after completion of pre-approved course(s), submit grades, completed Tuition Reimbursement Form, Statement of Financial Aid, all original receipts (to include receipts for tuition, books, & classroom tools) to your Manager for FINAL approval and cost allocation.

Once final approval is obtained, either you or designated staff should forward all documents to the HR/Personnel Unit, Plaza Del Paso for payment processing.

Checklist (Documents Needed for Reimbursement)

- _____ Staff Tuition Reimbursement Form completed and signed by Manager
- _____ Original receipts for books and materials
- _____ Original receipt for fee payment **OR**
- _____ Account Distribution record **OR**
- _____ Student Registration status report marked paid by college
- _____ Statement of Financial Aid (completed by educational institution)
- _____ Copy of grade(s) received (“C” or better or equivalent)
- _____ Transcript showing education status (Head Start Staff: If holding a B.A. /B.S. or higher, classes must relate to Early Childhood Education and/or be required for employment at Head Start, or be related to Head Start content areas.)
- _____ Required book list for courses

For Information or Assistance, Contact HR/Personnel at (916) 263-0570 or (916) 263-0606
Fax (916) 588-9176

Failure to complete the form in its entirety or missing documentation could result in delay of payment or denial of your request.