

Tuition Reimbursement PSEA

Employer will reimburse employees excluding long-term substitutes for graduate-level credits taken beyond the Bachelor's degree plus 24 credit level. Such credits shall have been preapproved for reimbursement by the Executive Director or designee. Reimbursement shall be for seventy-five percent (75%) of the actual tuition cost at the time the course was taken for those credits satisfactorily completed with a grade "B".

1. The credits must be from an accredited college or university or PDE approved credit course through Midwestern Intermediate Unit IV.
2. Credits for reimbursement must be previously approved by the Executive Director and must be taken within field of employment and area of certification unless the Executive Director determines that the course is of benefit to the Employer. Continuing adult education courses and similar no grade, non credit courses are not eligible.
3. Payment will be made upon submission of an invoice from entity providing course, a canceled check or other evidence of course payment and official transcript of satisfactory course completion.
4. Reimbursement shall exclude federal tax if permissible under the Internal Revenue Service Code.
5. Eligible employees who resign or are otherwise terminated prior to completion of an approved course of study, shall not be entitled to any reimbursement of tuition expense.
6. The cost of related expenses such as books, lab fees, activity fees, etc. will not be reimbursed.
7. Other fees such as entrance exam fees, late registration fees, substitute examination fees or fees of like nature caused by the employee's individual desires or failure to act are the responsibility of the employee.

Procedure for Requesting Tuition Reimbursement

1. Please review the criteria for tuition reimbursement which can be found in each bargaining unit agreement or on the MIU IV website.
2. Complete the tuition reimbursement pre-approval form. Give as much detail as possible under course description. You can also attach a course description from the school's brochure. In addition, in order for us to budget accordingly, please provide the estimated tuition cost.
3. Send the tuition reimbursement pre-approval form to Brenda A. Marino, Director of Human Resources at 453 Maple Street, Grove City, Pa 16127.
4. Once the Executive Director approves the course, the original pre-approval form will be sent back to you.
5. Once you have completed the course, in order to obtain credit reimbursement you will need to send the following information to Brenda A. Marino:
 - A. Signed Pre-Approved Tuition Reimbursement form and Request for Credit Reimbursement form;
 - B. Official documentation showing the amount of tuition paid (canceled check or other evidence of course payment);
 - C. Invoice showing amount of tuition; and
 - D. Transcript, or letter, indicating successful completion of the credit(s)
 - E. ***Please note that credit reimbursement cannot be given until all of the above information is received.
6. Documentation received the first week of the month will generally allow for reimbursement at the end of the month
7. Reimbursement for expenses cannot be assured if requests for reimbursement are not received by June 30th of the year approval was granted.

**Midwestern Intermediate Unit IV
Grove City, Pennsylvania 16127**

PSEA

TUITION REIMBURSEMENT PRE-APPROVAL FORM

In order to apply for credit reimbursement, please attest to the following by checking the following boxes:

- The course is from an accredited college or university or PDE approved credit course through MIU IV
- The course is a graduate-level course taken beyond the Bachelor's plus 24 credit level
- Credit will lead to advanced degrees or certifications which are related to your current position or will lead to movement to an advanced position at MIU IV

Reimbursement for expenses cannot be assured if requests for reimbursement are not received by June 30th of the year approval was granted.

Employee's Name: _____ Date of Application: _____

Current Assignment: _____

College or University Attending: _____

Institution Address: _____

Course No.: _____ Course Title: _____

Approximate Course Dates: Beginning _____ Ending _____

Estimated Tuition Cost: \$ _____

Course Description:

Preliminary Approval: YES _____ NO _____

Executive Director

Date

REQUEST FOR CREDIT REIMBURSEMENT FORM

Employee's Name: _____

Please check if all items are included:

_____ Signed Pre-Approved Tuition Reimbursement Form

_____ Official documentation showing the amount of tuition paid (canceled check or other evidence of course payment);

_____ Invoice showing amount of tuition; and

_____ Transcript, or letter, indicating successful completion of the credit(s)

Reimbursement for expenses cannot be assured if requests for reimbursement are not received by June 30th of the year approval was granted.

FOR OFFICE USE ONLY

AMOUNT TO BE PAID \$ _____ (75% of _____)

Number of courses included in payment amount: _____

If more than one course, course numbers: _____

APPROVED: _____
Executive Director

Date