

Request for Tuition Assistance Meridian Classified Employees Association

Name: _____

Address: _____

Position & Location: _____

Title of Class: _____

Class Starting Date: _____ Class Ending Date**: _____

Classes, workshops and seminars must be completed in the same school year as reimbursement is requested. Deadline for reimbursements is June 1st.

Cost of Class: _____ Cost of Books: _____

The following conditions apply to all Classified Employees requesting Tuition Assistance. Please read carefully & sign.

1. Employees are entitled to 60% of total cost of class and books. If class cost is \$60 or less, 100% of class and books are paid.*
2. *Class must relate directly to your position. Please include a copy of the course description and proof of completion.*
3. *Any employee who leaves during the same school year as reimbursement occurred, will reimburse monies received back into the Classified Fund.*
4. Please include a copy of your receipt(s).

***DUE TO THE LIMITED AMOUNT IN THIS FUND, EMPLOYEES CAN ONLY REQUEST REIMBURSEMENT ONCE IN A SCHOOL YEAR. PAYMENTS WILL BE MADE ON A FIRST COME-FIRST SERVED BASIS WITH A MAXIMUM OF \$500 PER EMPLOYEE PER SCHOOL YEAR.**

I have read the above and agree with the conditions stated:

Employee Signature _____

Date _____

Please send through district mail to:

District Office

Attn: Eric Exline-MCEA President

Please retain a copy for your records.

FOR MCEA USE ONLY

Your application was: Approved _____ Rejected _____

Reason rejected _____

Amount paid \$ _____

MCEA Officer _____ Assistant Superintendent _____

Date _____ (revised 10/29/04)

Tuition Assistance Procedure

- 1. Employee fills out Tuition Assistance Request form (available from the MCEA Tuition Assistance committee) *after* completion of class or conference. *Classes, seminars and workshops must be completed in the same school year as the request for reimbursement. The deadline for reimbursement in a single school year is June 1st. Summer classes will be reimbursed in the new school year.***
- 2. Return application with a copy of receipt(s) to: Eric Exline, C/O MCEA at the district office, through district mail.**
- 3. Request is reviewed by the MCEA Tuition Assistance committee then forwarded to the District Assistant Superintendent for final approval. *Per District Policy, each employee may receive a maximum of \$500 per school year.***
- 4. Payment will be made to the employee upon completion of the approval process. Payment is generated from Accounts Payable at the District Office through their regularly scheduled check runs.**

The funds made available are District Funds, not MCEA funds, to help further the education of our Classified Employees so they may perform their positions to the best of their abilities.