



OFFICE OF PROFESSIONAL DEVELOPMENT  
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## The Tuition Reimbursement Application Process 2017 - 2018

Tuition Reimbursement is contingent upon the availability of funds and is issued on a first-come, first-serve basis. The amount of Tuition reimbursement is determined at the beginning of each school year.

ALL employees are eligible during the 2017 – 2018 school year for tuition reimbursement in the amount of \$500.00 through the Office of Professional Development. These funds can be used for a class, workshop, or conference.

Teachers who meet the federal requirements below are eligible for an additional \$500 through Title II, Part A funds towards college coursework or reimbursement for the Praxis exam. The following criteria MUST be met for eligibility:

- Teacher teaches in a federal core subject area (English/language arts/reading; mathematics; science; history, geography, civics, economics, government; foreign language; the arts: visual art and music).
- Job assignment is in a school that is identified for improvement under Section 1116(b).

Priority for additional funding of coursework is given to teachers whose:

- coursework is required for initial licensure.
- coursework is for an endorsement that is an identified need through the Department of Human Resources.

### *Before the class/workshop/conference begins ...*

#### **The Applicant's Role**

The Applicant will print and fill out the Tuition Reimbursement Application Form.

Applications must be sent to Chrisantha James, Office of Professional Development, 14th Floor of City Hall, 30 days prior to the start date of the class/conference/workshop. Questions regarding the Tuition Reimbursement Process should be directed to Chrisantha James at 780-7889 or at [cjames2@rvaschools.net](mailto:cjames2@rvaschools.net)

The form **must** have the following in order for it to be considered complete:

- Employee ID Number
- Complete name, address and contact information (e-mail address)
- Job Title
- Class/conference/workshop information (start and end date & cost)
- Must be signed and dated by applicant
- Must be signed and dated by Principal/Supervisor/Director or Designee
- Must submit a Permission to Attend Form if attending a conference or workshop

#### **The Office of Professional Development's Role**

The Office of Professional Development processes the Tuition Reimbursement Application Form:

- The Office of Professional Development enters the Vendor number and the PO number (this is done in red ink and indicates that it has been seen by the Office of Professional Development).
- Forms are sent back to the applicant and the Principal/Supervisor/Director or Designee at the end of the month that the class/conference/workshop **ends**.

## The Tuition Reimbursement Application Process (continued)

### *The applicant attends the class/conference/workshop*

### *After the class/conference/workshop ends ...*

#### **The Applicant's Role**

Once the class/conference/workshop is completed, the applicant gives to the Principal/Supervisor/Director or Designee their receipts and documentation.

- Receipt/Proof of Payment: registration receipt, cancelled check (front and back), charge account receipt, or a receipt issued by the institution
- Grade Report: Grade report is documentation of attendance for a class
- Documentation of Attendance: Certificate or dated agenda for conference or workshop

#### **Please Note:**

- **Paperwork for classes/conferences/workshops taken from July 1 thru August 30 not received in Finance by September 30 will not receive reimbursement.**
- **Paperwork for classes/conferences/workshops taken from September 1 thru December 30 not received in Finance by January 30 will not receive reimbursement.**
- **Paperwork for classes/conferences/workshops taken in the winter/spring not received in Finance by June 15 will not receive reimbursement.**

#### **The Principal/Supervisor/Director or Designee Role**

The Principal/Supervisor/Director or Designee will complete the bottom portion of the Tuition Reimbursement Form (the Reimbursement Request Summary) and attach the receipt showing what applicant paid and grade (if applicable) or documentation of attendance to their copy of the Tuition Reimbursement Application Form and send to Finance Department, 16<sup>th</sup> Floor of City Hall.

**The Reimbursement Request Summary must have the following information in order for the Department of Finance to process the application for payment:**

- Date Application Received
- Date Verification Received
- Receipt to show what applicant paid and Final Grade/Proof of Attendance (should be attached to the Tuition Reimbursement Application form)
- Signature of Principal/Supervisor/ Director or Designee and the date signed
- Tuition Reimbursement Invoice number
- Name, address, and Vendor # (use vendor # provided in red ink)
- Amount of reimbursement approved (based on the receipts the applicant submits)
- Date submitted

**If the above information is not completed, the Finance Department will send it to the Office of Professional Development, who in turn will return it to the appropriate Principal/Supervisor/Director or Designee to complete.**

#### **The Department of Finance's Role**

Once the Department of Finance receives the above information, they will process the application form, generate a check for the approved amount, and mail the check to the applicant.

If there are no issues, corrections, or concerns, this process will take approximately two (2) to three (3) business weeks.