

TUITION REIMBURSEMENT GUIDELINES

In an effort to make the tuition reimbursement process go more smoothly and to achieve consistency with the documentation materials submitted for tuition reimbursement, we ask that you please observe the following guidelines:

1. Submit pre-approval form PRIOR to the beginning of classes for which reimbursement is sought. Requests, which are not submitted prior to the start of classes, may not be approved.
2. Pre-approval forms should be submitted to Debbie Husk, Business Manager, NCOESC Tiffin Office, 928 W. Market St. Suite A, Tiffin, OH 44883
3. Submit a separate pre-approval form for each semester/quarter/workshop for which reimbursement is being sought.
4. When coursework has been completed, reimbursement requests will only be accepted with complete documentation attached. This should include the following:
 - * *Pre-approval form (Already Submitted PRIOR to classes; Downloaded from NCOESC website)*
 - * *Transcript of courses taken for reimbursement*
 - * *Detailed statement of fees from the university.*
The statement should show a breakdown of base tuition and other fees. Or, if a detailed breakdown is not possible, a letter from the university showing the cost per semester/quarter hour will be accepted. Cancelled checks for tuition will not be accepted.

ONLY BASE TUITION WILL BE CONSIDERED FOR PARTIAL REIMBURSEMENT

REIMBURSEMENT IS PAID ONCE PER YEAR-TYPICALLY IN DECEMBER FOR APPROVED COURSEWORK TAKEN BETWEEN SEPTEMBER AND AUGUST OF THE PREVIOUS YEAR.
(i.e. Coursework taken between Sept 2012 and August 2013 will be eligible for reimbursement in December 2013)

******Deadline to submit application for reimbursement and documentation is October 31st******

If you have any questions regarding the Tuition Reimbursement process, please feel free to call Debbie Husk at the Tiffin Center (419) 447-2927 Ext 122.