

CATHOLIC HUMAN SERVICES
PROFESSIONAL EDUCATION REQUEST

Employee Name: _____ **Date:** _____

Program Title: _____ **Program Location:** _____

Dates of Program: _____ **No. CEU:** _____

Brief Description of Program:

Approved: _____ **Date of Approval:** _____

Disapproved: _____ **Date of Disapproval:** _____

Reason for Disapproval:

Supervisor's Name (print)

Supervisor's Signature:

**CATHOLIC HUMAN SERVICES
TUITION REIMBURSEMENT APPLICATION**

Employee Name: _____ **Date :** _____

Department: _____

School Attending: _____ **Credit Hours:** _____

Title of Course: _____ **Length of Course:** _____

Beginning Date: _____ **Ending Date:** _____

Tuition Cost: _____

ELIGIBILITY: All full-time employees who have successfully completed at least one year of employment and have not had any corrective action of a written warning or greater within the past six (6) months are eligible to participate in the Tuition Reimbursement Program.

BENEFIT: A maximum benefit of \$5,000 per employee per fiscal calendar year for undergraduate studies, and \$7,500 per employee per fiscal year for graduate studies.

GENERAL:

1. Professional Education Requests must be submitted to your supervisor at least two (2) weeks prior and no more than four (4) weeks prior to course enrollment.
2. Tuition Reimbursement Applications must be submitted to the Director of Human Resources at least two (2) weeks prior and no more than four weeks prior to course enrollment. Human Resources will advise the employee prior to the employee beginning the course whether the employee's Tuition Reimbursement has been approved.
3. All courses must be completed through an accredited program and at an accredited institution.
4. Tuition reimbursement will only reimburse an employee for tuition costs. Books, fees, and all registration and other costs do not qualify for reimbursement under this policy. Any costs reimbursed by other sources, including but not limited to grants and scholarships, will not be covered under this policy.
5. Employee must attach a brief explanation of the course description to the application form.
6. Employee further agrees that in order to receive reimbursement, h/she must work 40 hours a week during the course of study and maintain satisfactory performance reviews.
7. Employees who complete a course and resign or leave for any reason within a one (1) year period will be required to refund the tuition reimbursement received.

8. Tuition reimbursement will not apply to courses taken during a non-pay status, i.e., leave of absence. If an employee is on a leave of absence for only part of the semester, reimbursement will be prorated.
9. The employee agrees to submit a copy of the grade transcript and tuition payment receive to his/her supervisor upon completion of course. A passing grade of “C” or better for Undergraduate courses and “B” or better for Graduate courses is required to be eligible for tuition. To the extent an employee receives a grade below a “C” for Undergraduate courses or a “B” for Graduate courses; he/she will not be eligible for any tuition reimbursement.
10. Within three weeks following the completion of any approved course(s), employees are required to submit the following information/documentation to Human Resources:
 - Documentation of the grade received and proof of payment from the institution for the approved course(s).
 - Any additional documentation as may be required by Human Resources
11. Upon its receipt of all required materials, the organization will reimburse for the agreed amount of the tuition for all approved courses to the employee as soon as practicable under the circumstances.
12. The Tuition Reimbursement Program will continue on the basis of available funding approved by the Board of Directors on an annual basis.

Employee’s Name (print)

Employee’s Signature:

Date