

**** updated 11/14/25****

SEIU 1199NE Training and Upgrading Fund

Submission Requirements for Tuition Reimbursement – effective January 1, 2025

After applying online for reimbursement, eligible employees (see ***Reimbursement Policy***- [Click here](#)) must upload online the following items to complete your application. Failure to provide these documents within 60 days after your last class will disqualify you for Tuition Reimbursement.

ATTENTION: Please note that after applying online (before the start of your classes) you will receive a confirmation email with your personalized, application-specific file ***upload link***. Save this emailed link for your future upload of all required documents listed below at the end of your course.

For Credit-bearing/College Courses:

- € ***Upload online: Proof of Payment*** – a billing statement showing any and all tuition and fees, financial aid, payments and credits.
- € ***Upload online: Proof of course dates*** – ex. Academic calendar, course syllabus
- € ***Upload online: Final grades*** – To be eligible, final grades must be “C” or better

For non-credit-bearing/workshops/seminars and other professional development courses:

- € ***Upload online: Course description/brochure/flyer/website*** showing date(s) of program, cost and fees, or an invoice from program host showing service cost and description
- € ***Upload online: Receipt of payment confirmation*** - showing fees, receipt of payments.
- € ***Upload online: Certificate of Completion*** - including certificates, CEUs, confirmations of attendance

For material expenses required by the class (towards the purchase of textbooks, uniforms, materials):

- € ***Upload online: Proof of Payment*** - including itemized receipts with printed name on receipt and proof materials are required by course.
- € ***Upload online: Proof of payment for Computers*** (does not need to be required by class BUT students must be eligible for tuition reimbursement). Proof of online course or program registration.
Only available until 12/31/2025 unless otherwise approved by Trustees
- € ***Upload online: Proof of payment for Books***: Book receipt with book title.

- ✓ **Applications MUST be submitted online AND on time prior to the beginning of class.**
- ✓ **Additional required documentation MUST be uploaded online AND on time WITHIN 60 days of course/program completion date. Link to upload in application confirmation email.**
- ✓ **All submitted documents MUST have the member applicant's name printed on it.**

