EMPLOYEE TUITION REIMBURSEMENT PROCESS

Teacher Development Program:

CSEA - Reimburses at **$2000** for tuition fees per semester or term, not to exceed the cost of tuition or $5250 per year. Grade C or better.

CWA - Resident guest teachers. Reimburses at **100%** of the tuition fees for upper division courses at the Cal State rate up to 12 units (Grade B or better) AND one-time testing fees of RICA and CSET.

Tuition Reimbursement Program:

CSEA - to change jobs or improve job skills: Reimburses at **$1000** for tuition fees per semester or term, not to exceed the cost of tuition or $5250 per year. Grade C or better.

POA - to improve job skills: Reimburses at **75%** of tuition fees for lower division courses at the Community College rate or **75%** of tuition fees for upper division courses at the Cal State rate. Not to exceed $5250 per year. Grade C or better.

BCLAD Reimbursement Program:

SBTA - to become certified as a bilingual Spanish teacher. Reimburses for one-time testing and application fee for BCLAD/BCC.

TUITION REIMBURSEMENT APPLICATION

An application must be completed by the participant and turned in **as soon as possible.** Applications must be approved prior to submitting a claim form. ALL participants must provide a copy of their Education Plan from the attending school. Classified who wish to change jobs must provide the job description of their desired job that states they need the classes/degree. Classified/POA who wish to improve their job skills must provide their current job description with course descriptions and an explanation as to how these courses improve their job skills.

TUITION REIMBURSEMENT CLAIM FORM

Within 30 days of course end date applicants must submit a Tuition Reimbursement Claim form and include tuition statement (itemized receipt) and grades.

CWA & POA REIMBURSEMENT RATES

A pay voucher will be requested for issuance of a reimbursement check and sent to the employee's work site.

Upper Division (300-400)

	Cal State Semester Rates
100%	6.1 units or more = $3,419.00 6.0 units or less = $1,981.00
75%	6.1 units or more = $2,564.25 6.0 units or less = $1,485.75

Lower division (100-200):

	Valley College Unit Rates
100%	$46.00/unit
75%	$34.50/unit

Credential Courses (500-600):

	Cal State Semester Rates
100%	6.1 units or more = $3,969.00 6.0 units or less = $2,302.00

Please note that each employee will not be reimbursed over $5250 per calendar year due to taxation.