

**Please follow the steps below to receive reimbursement for College Courses you have passed:**

- 1. Check with the Assistant Superintendent of Personnel Services for approved courses prior to enrolling (if you want reimbursement).**
- 2. Enroll in a college course (you must pay for the class). These classes must be for selected conferences, courses, and workshops related to job duties or to help an employee aspiring advancement of a position within the district.**
- 3. Purchase the books and/or materials needed for the class.**
- 4. After you have passed the class and have received confirmation of grade and/or passing, you can now submit all receipts with the grade.**
- 5. Complete the form attached here and submit to the Fiscal Department.**
- 6. Please remember that there is a cap of \$800 on the amount that can be reimbursed per employee per year (with a cap of \$8,000 cap for all classified staff per year).**
- 7. Also, if you have completed your schooling and have received an Associates Degree (after July 1, 2016) you will receive a one time bonus of \$150 and \$300 one time bonus for a Bachelor's Degree.**