

TRAINING AND TUITION POLICY CHANGES - NP-5

Tuition: Protective Services Education and Training Committee will approve reimbursement of 75% of the cost, up to \$1500 per person, per fiscal year, for tuition, laboratory fees and books for coursework credit which leads to a degree completed at an accredited college or university.

Process:

1. Employee will file an application form for tuition reimbursement with their agency's tuition reimbursement officer at least two weeks prior to the start of the courses. A copy of the application indicating course and cost information and expected completion date shall be forwarded to the P.S.E.C. Education and Training Committee. This will allow the Committee to project anticipated expenditures for the fiscal year. The application should contain all necessary information about the course to be taken, including the course title, course number, scheduled semester start and end dates, itemized cost of tuition, lab fees and books, and the amount of any grants or scholarships received. Receipts documenting this information should be attached to the application. Information about work schedule should be included.
2. Employees will notify agency tuition officers during the semester if any changes in status occur. This includes adds, drops, withdrawals, incompletes, etc.
3. At the end of the course employees will provide proof of successful completion of the course(s). The college grade report or transcript may be used for this purpose. Employees are cautioned that the application with all required documents must reach the committee within 90 days of the semester to be considered. **ALL APPLICATIONS ARE SUBJECT TO AVAILABLE FUNDING AT THE TIME THE COMPLETE APPLICATION PACKAGE IS RECEIVED BY THE COMMITTEE. WHEN CURRENT FISCAL YEAR FUNDS ARE DEPLETED, NO ADDITIONAL APPLICATIONS SHALL BE CONSIDERED.**
4. The request for payment will be submitted on the form CO-17 XP or CO-17 XP-PR and forwarded to the agency tuition reimbursement officer with the grade report. The agency will submit the approved application and documentation to the Comptroller's Office for payment.

This policy is subject to review and modification by the Protective Services Training and Education Committee.

Revised - Effective August 15, 2001