



Qualified Educational Assistance Program

The following information is abbreviated for your convenience. For complete information and procedures, refer to the current Employee Handbook. Should you have any questions, contact the Assistant Principal for Academics or the Chief Financial Officer.

Eligible educational institution – Only classes from an accredited organization, college or university are eligible for reimbursement.

Qualified Education Expenses – Tuition required to enroll at and attend an eligible educational institution.

Expenses that DO NOT qualify - Books, supplies, any equipment required, and cost of meals, lodging, travel, research, or clerical help. Courses that involve sports, games, or hobbies are not qualified education expenses.

Semester/Annual Amount - The School will reimburse up to but not to exceed \$1,500 of qualified educational expenses per JC semester (a maximum of \$3,000 per JC academic year), per employee.

Courses or Course of Study - Classes must be related to the work the employee does for the School. The School, at its sole discretion, reserves the right to determine what classes qualify as work-related. Classes may be in a certificate, licensing, undergraduate, or post-graduate degree program.

Terms of Reimbursement:

- This benefit is available to all eligible full-time employees (faculty and staff).
 - An employee who is on a written performance improvement plan or employee counseling report may not be eligible to participate in the educational assistance program.
- **Coursework must be approved by the Assistant Principal for Academics PRIOR to taking the course:**
 - Submit your request by August 15th for courses to be taken in the Fall.
 - Submit your request by December 1st for courses to be taken in the Spring.
 - Submit your request by April 1st for courses to be taken in the Summer.
- Official transcripts and proof of payment must be submitted for documentation.
- A grade of B or above in graded coursework or an equivalent at the sole discretion of the School indicates satisfactory completion of the course. **No reimbursement will be awarded for grades of "C" or below.**
- Reimbursement will be made only upon presentation of all required documentation indicating satisfactory completion of the course.
- **If an employee separates from the School within one year of the completion of the reimbursed course, the employee will be required to repay 100% of the reimbursed educational assistance.**

Degree/Certification Notification – It is the responsibility of the employee to notify their supervisor and the Human Resource Liaison when a degree or certification is obtained and provide an official transcript.

APPLICATION FOR REIMBURSEMENT FOR STUDY

For complete information and procedures, refer to the current Employee Handbook.

Should you have any questions, contact the Assistant Principal for Academics or the Chief Financial Officer.

- Employee must complete all sections of this Application for Reimbursement for Study form, sign where indicated, and submit to the Assistant Principal for Academics for signature.
- **Coursework must be approved by the Assistant Principal for Academics PRIOR to taking the course:**
 - Submit your request by August 15th for courses to be taken in the Fall.
 - Submit your request by December 1st for courses to be taken in the Spring.
 - Submit your request by April 1st for courses to be taken in the Summer.
- Official transcripts and proof of payment must be submitted for documentation.
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- Reimbursement will be made only upon presentation of all required documentation indicating satisfactory completion of the course. **Refer to Semester/Annual Amount limitations outlined above.**

Name: _____ Term to be taken: _____

Course Name	Course #	College or Sponsor	Credit(s)

Cost per credit (before any discounts or scholarships are received):	\$
Multiplied by the total number of credits:	x
Total tuition cost:	\$
Subtract any discounts or scholarship(s) you've received (if applicable):	\$
Tuition cost for calculating reimbursement:	\$

Purpose for taking this/these course(s):	
Employee Signature: _____ Date: _____	
<i>By signing this application, I indicate that I have read, understand, & agree to abide by the policies & procedures of the JCS Qualified Educational Assistance Program as outlined in the current Employee Handbook.</i>	
Assistant Principal for Academics Approval:	YES _____ NO _____
Assistant Principal for Academics Signature:	Date: _____