

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

CSEA EDUCATIONAL ASSISTANCE REIMBURSEMENT

The District shall maintain a fund for assisting unit members to pay for required tuition, fees, and textbooks to attend any work-related class at an accredited college or university. The fund shall be \$10,000 per year- includes conference and travel. Remaining money shall be rolled over to the next year but the maximum fund shall be not more than \$15,000. Educational Assistance may be used during a Staff Development Leave.

1. The worker shall provide evidence of successfully completing the class.
2. A worker may receive up to a maximum of \$2,000 per academic year (including conference and travel).
3. Assistance shall be on a first come first serve basis, until the fund is depleted.

Include official transcript verifying successful completion of the work-related class and receipts identifying tuition, fees and textbooks. Parking fees are not included.

To Be Completed By The Employee:

Employee Name _____ CWID _____
Job Title: _____ Phone: _____
Amount of Educational Assistance Requested: Tuition: \$ _____
Date of Course(s): _____ Fees: \$ _____
Date Course(s) Completed: _____ Textbooks: \$ _____
Total: \$ _____
Information on course(s): _____

Employee Signature Date

To Be Completed by the Administrator:

I verify that this class is a work-related class.

Administrator's Name (please print) Administrator's Signature Date

***** (For Human Resources Use Only) *****

Director, Human Resources Amount Reimbursed \$ _____

Processor: _____ Date of Reimbursement: _____