



DOE TUITION REIMBURSEMENT INFORMATION FOR STAFF NURSES

What is it?

Tuition reimbursement is granted if you have satisfactorily completed courses from an accredited college/university or workshops that are work-related OR that are part of a work-related degree you are pursuing. You must complete and pass the course to receive reimbursement.

How much is available?

You are eligible to receive the following reimbursement:

July 1, 2017 – June 30, 2018: \$3017 per year

July 1, 2018 – June 30, 2019: \$3171 per year

Can I roll over any money I don't use this year?

No, all funds are allocated by fiscal year.

How to apply?

DOE tuition reimbursement forms can be found on the forms website (under the Supervisor section.) Complete and sign the IMPREST form, complete the course form and submit with documentation.

You have 90 days from the completion of a course to submit a request for reimbursement.

What documentation is needed?

You must prove that you attended and passed an acceptable course by providing:

- Your transcript or other school document showing the name of the course you took, your name and that you attended and passed the course, **OR**
- Proof of enrollment in a degree program if the course itself is not work-related but is part of a work-related degree you are pursuing.

You must prove that you paid for the course by providing:

- The receipt provided to you by the school (which must have your name on it), **OR**
- Your cancelled check, **OR**
- A credit card receipt showing payment to the school for the course, **OR**
- Statement on school letterhead attesting that you have paid.

DO NOT SEND CELL PHONE PHOTOS OF YOUR DOCUMENTS; THEY WILL NOT BE ACCEPTED.

LATE FEES AND PROGRAM FEES ARE NOT COVERED BY TUITION REIMBURSEMENT; THEY ARE RESPONSIBILITY OF APPLICANT.

Checks are mailed within approximately 6 weeks.