

Cooperative Extension Tuition Reimbursement Procedures

The following procedures apply to tuition reimbursement from university administered funds (including district and ESP funds)

Prior to course work:

- Submit the form titled “[Request for Authorization to Reimburse Employee's Fee/Tuition](#)” to the Dean’s Office. The form must be **received in the Dean’s Office no less than one week before the beginning of the course.**
- The form must be signed by supervisor or department head and the hiring authority of the county or unit (district director for county faculty and staff, program leader for campus or state staff).
- Your hiring authority (district director or program leader) will determine whether the course work fits in the “job-related” or “career-related” category.
 - Course work is “job-related” if it directly applies to your job responsibilities. This would apply to coursework or training that is required by the University, or by law or regulations, to maintain salary, status or current position (if the requirements serves a business purpose of the University), or taken to maintain or improve skills required in the employee’s present work. Reimbursement for job-related course work is not taxable.
 - Course work is “career-related” if it generally advances your career goals. This would apply to coursework or training which will qualify an employee for advancement. Reimbursement for career related coursework is taxable.
- Budget account coding must be indicated on the form.
- The employee will receive a copy of the completed form with divisional and institutional signatures.

Reimbursement procedures:

- The staff member is entitled to reimbursement of tuition and fees (or a lesser amount if agreed to by the hiring authority). Books, supplies and travel costs are not reimbursable. After the course has been completed, the staff member should submit a Travel Expense Report and attach a copy of the following:
 - Tuition receipt (which should list the courses taken and the amount paid)
 - Grade report (you must pass the course in order to get reimbursement).
 - The approved “Request for Authorization” form also must be attached.

Please note: Additional requirements apply based on the professional development funding source. Please see the procedures for the specific professional development program being applied to. **Each program has different attachments which must be included with the Request for Tuition Authorization form.**