



## **CONTINUING EDUCATIONAL ASSISTANCE APPLICATION**

Educational assistance is available to an employee who has been employed for more than one year and averages more than 30 hours per pay period for twelve consecutive pay periods. Employees must meet the criteria at the time of application and at completion of the course(s).

Individuals must be active employees at the time grades are submitted for reimbursement. Courses must satisfy the following criteria in order to qualify for tuition reimbursement. The course must

- Be offered by an institution accredited by an agency such as the North Central Association or the Southern Association of Colleges & Schools (most community colleges, private and state colleges, or university and extension or correspondence divisions qualify)

AND

- Be a college credit course that would improve specific job skills within the employee's current position, as defined by the employee's supervisor or the administration.

OR

- Fulfill requirements toward a degree or program that would allow the employee to advance to an existing position at Catholic Charities.

OR

- Be a course that would fulfill a specific need of Catholic Charities as defined by the strategic plan.

Employees are eligible for tuition reimbursement for a maximum of \$1,000 per fiscal year (July 1 – June 30). Reimbursement is available following completion of the course with a passing grade.

In order to qualify for tuition reimbursement, the employee must obtain:

1. And complete the "tuition reimbursement" packet that is available in the HR department of Catholic Charities
2. Written approvals from his/her supervisor and division director
3. A final approval from CC administration at least 30 days prior to the beginning of the class, but not more than 90 days prior to the beginning of the class
4. An official transcript must be submitted to the CC Human Resources Office within 45 days of the end of the semester.



# Catholic Charities Diocese of Palm Beach

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Name of Employee \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Program \_\_\_\_\_ Job Title \_\_\_\_\_

Hours worked per week \_\_\_\_\_ Date of Hire \_\_\_\_\_ F/T \_\_\_\_\_ or P/T \_\_\_\_\_

Date full time employment began (30 hours or more) \_\_\_\_\_ Supervisor \_\_\_\_\_

School Name: \_\_\_\_\_

Name of Course \_\_\_\_\_ Cost of Course \_\_\_\_\_

Specific job skills expected to gain \_\_\_\_\_

Expected completion date of course \_\_\_\_\_

If applicable, degree candidate Y/N \_\_\_\_\_

Name of degree seeking (If applicable) \_\_\_\_\_

### APPROVAL:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Division Director Signature

\_\_\_\_\_  
Executive Director/Associate Director Signature

\_\_\_\_\_  
Human Resources Director Signature



**REQUEST FOR REIMBURSEMENT FOR EDUCATION EXPENSE**

**(To be submitted after course is completed)**

\_\_\_\_\_ has completed the course \_\_\_\_\_  
(Name of Employee) (Name of Course)

on \_\_\_\_\_ with a passing (A-C) grade of \_\_\_\_\_. The transcript and proof of payment are attached. Please reimburse employee for the maximum allowable expenses.

The cost of the course was \_\_\_\_\_ (maximum reimbursement per fiscal year is \$1,000).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Human Resources Director Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Division Director Signature

\_\_\_\_\_  
Executive Director/Associate Director Signature

**PLEASE NOTE\***

Employees who find another position and submit their resignations to Catholic Charities within six months of completion of their class(es) will be expected to return 100% of the tuition reimbursement they received. Employees who leave within one year of completion of their classes will be expected to return 90% of the tuition reimbursement received. Employees who leave within two years of completion of their class(es) will be expected to return 40% of the tuition reimbursement they received. No reimbursement will be requested of an employee who leaves 2 years after completing an approved class.