

WCJVSEA Tuition Reimbursement Policy

Certified Staff

May 2019

According to: Certified Negotiated Agreement: Article 35 page 53

1. The Tuition Reimbursement is a negotiated item and the dollar amount per year is listed in the negotiated agreement: **FY 2017-2020: \$25,000 (certified) and \$3,000 (classified)**
2. The WCJVSEA administers the program; the money is dispersed by the WCSCC Treasurer's Office, at the directive of the WCJVSEA Vice President and Treasurer.
3. The goal of the WCJVSEA's program is to disperse as close to 100% of the annual amount set aside for tuition reimbursement as possible. Our fiscal year runs from July 1 through the following June 30.
4. At the present time, individuals are eligible for reimbursement up to \$500 once they have completed the course and submitted all required documentation to the Association Vice President.
5. If there is money remaining after the "up to \$500" reimbursements are made, additional reimbursements will be made. The Association will determine any additional payouts **after reviewing all application requests received by May 15th.**
6. If there are more applications for tuition reimbursements made than there is money available, a pro-rated amount will be given to each individual so that all monies are distributed at an even amount.

ELIGIBILITY REQUIREMENTS FOR REIMBURSEMENTS:

Course must be completed by June 30th

Course or workshop must be taken in the area of certification/licensure or other matter approved by the LPDC

(Certified Agreement, Article 34.A)

If courses are not completed until after June 30th, the information will be submitted using same process, and the tuition reimbursement will happen during the next calendar school year.