

Tuition Reimbursement Checklist

Use this checklist as a guide to navigating the tuition reimbursement process. If you have any questions or a circumstance that is not covered below, contact the WCJVSEA vice president.

First Steps:

- Have** current certification/license or approved IPDP on file (only one is needed)
- Enroll** in class that ends before June 30th
- Complete** tuition reimbursement form (found [here](#))
- Submit (through email)** Tuition Reimbursement Form to WCJVSEA vice president

The following can be completed in any order:

- Complete** course with a passing grade
- Submit (through email)** Proof of Payment to WCJVSEA vice president (itemized statement from educational institution)
- Submit (through email)** Proof of Course Completion to WCJVSEA vice president
- Submit (through email)** Certification/license or approved IPDP to WCJVSEA vice president

If taking additional coursework:

- Edit** tuition reimbursement form with any additional courses
- Resubmit (through email)** edited form to WCJVSEA vice president
- Complete** course with a passing grade
- Submit (through email)** Proof of Payment to WCJVSEA vice president
- Submit (through email)** Proof of Course Completion to WCJVSEA vice president

Ensure you get paid:

- Receive** initial reimbursement (up to \$500.00) within 30 days of submitting all documentation
- Receive** remaining reimbursement balance (if available) before the second week of June or within 30 days of submitting all documentation (whichever is later)