

Northwest Regional Education Service District TUITION REIMBURSEMENT PROCESS

Employees who work more than .5 FTE are eligible to apply for Tuition Reimbursement as per their collective bargaining agreements. For contract language please see:

[Licensed CBA](#) – Article 10

[Classified CBA](#) – Article 21

The following is the process for submitting requests for Tuition Reimbursement, to be completed PRIOR TO registering for the course.

1. In advance of the beginning of the course, complete the “Tuition Reimbursement Request” form – filling out all of Section 1 in its entirety. A course description from the college catalog, an online printout, or brochure MUST be attached to the request.
2. Sign and submit to your direct supervisor.
3. The supervisor will review to be sure the information is complete and required documents are attached. Supervisors will sign and forward to Human Resources ([Kara Ostgard](#)).
4. Human Resources will determine if funds are available, and inform you by email within 10 working days regarding whether your request has been approved / not approved. *If greater than 10 days go by after you have submitted all paperwork, please contact your supervisor and/or Kara to determine the status of your request.*
5. If approved, you may register for the course.
6. Upon completion of the course, submit proof of successful completion (grade of C or better) AND proof of payment. The transcripts do not need to be official sealed transcripts – this can be a printout of an online student report. Submit these documents DIRECTLY TO FISCAL by scanning and attaching to [Priscilla Castellano](#) (preferred) or by fax 503-614-1628.
7. Reimbursement following receipt of the above documents will be approximately 10 days to 2 weeks.

If you have questions, please contact: Human Resources 503-614-1445