

# Tuition Reimbursement Guidelines and Instructions

Tuition Reimbursement is based on an employee's respective Employee Group Agreement. To review specific information about tuition reimbursement located in your respective Employee Group Agreement, please click here: [Employee Group Agreements](#)

In general, the tuition reimbursement guidelines are:

- Tuition reimbursement forms can be found on Frontline Central and are required for each course. All courses must be pre-approved and course description must be included. A pre-approval form must be submitted for each course.
- Eligibility for reimbursement requires the employee to be employed prior to the beginning of the course and remain employed throughout the duration of the course.
- Employees will be responsible for repaying the tuition reimbursement which was paid prior to leaving employment in accordance with their Employee Group Agreement.
- Ten-month employees must return to active status in the fall to be eligible for reimbursement for summer courses.
- The course end date determines the fiscal year for reimbursement.
- Pre-approval applies only to the course at the institution specified during the semester indicated. If for any reason the employee does not take this exact course at this institution during this semester, the employee must notify the Office of Human Resources. Employees wishing to take the course during a different semester must resubmit the request for reimbursement.
- Tuition Reimbursement is contingent upon a final grade of an "A" or "B" or "pass" for a pass/fail course.
- Tuition reimbursement applies only to the tuition cost; employees will not be reimbursed for any fees, books or other charges.
- The total amount of payment for the year shall not exceed the maximum approved by the Board, in accordance with the respective Employee Group Agreement.
- Employees requesting tuition reimbursement payment must submit the request on the Tuition Reimbursement Payment Request Form within 90 days of the completion of the course. An unofficial transcript and a valid bursar's receipt are required to process payment. The receipt must show the cost of tuition separate from fees, etc.

For additional questions regarding tuition reimbursement, please contact Ryan Bloomfield at [rbloomfield@mciu.org](mailto:rbloomfield@mciu.org) or 610-755-9411.

## How to Request Tuition Reimbursement:

The tuition reimbursement process consists of two (2) steps:

**Step 1: Request Pre-Approval:** Prior to taking a class, a pre-approval request form for tuition reimbursement must be completed, approved by your supervisor and Office Director, and sent to Human Resources. To request pre-approval for tuition reimbursement, please complete the form in Frontline Central titled "Tuition Reimbursement Pre-Approval."

1. You will need to select the appropriate form in accordance with your Employee Group.
2. You must complete this form for each course you are requesting to take.

**Step 2: Request for Payment:** Upon satisfactory completion of each course, please complete the Tuition Reimbursement Payment Request form in Frontline Central titled "Tuition Reimbursement: Payment Request Form."

1. You will need to upload your transcript and bursar's receipt (the receipt must show the cost of tuition separate from fees, etc.).
2. You must complete this form after you have completed each course within 90 days of the completion of the course.

### [CLICK HERE TO GO TO FRONTLINE CENTRAL](#)

The screenshot shows the 'My Forms' interface in Frontline Central. The page title is 'My Forms' and the user is logged in as 'Abby Apple'. The navigation menu on the left includes 'Dashboard', 'My Forms', 'My Profile', and 'Resource Library'. The 'My Forms' section is active, showing a list of forms under the 'Forms I Can Start' tab. The forms listed are:

- Tuition Reimburse. Appvl (Professional) - Category: Benefits | Form Administrator: Ashley Rawls
- Tuition Reimburse. Appvl (Support) - Category: Benefits | Form Administrator: Ashley Rawls
- Tuition Reimburse. Appvl (CTC) - Category: Benefits | Form Administrator: Ashley Rawls
- Tuition Reimburse. Payment Req. - Category: Benefits | Form Administrator: Ashley Rawls

Each form has a 'Start this fo...' button. Annotations with arrows point to the 'My Forms' link in the navigation menu and the 'Forms I Can Start' tab. Another annotation points to the 'Start this fo...' button for the 'Tuition Reimburse. Appvl (CTC)' form.

**Click My Forms to start your forms – then select Forms I Can Start**

**Remember to click “Start This Form” – NOT the form’s name! (This will bring up a preview only!)**

## Salary Advancement Due to Educational Attainment

Certain employee groups are eligible to request salary advancement upon attainment of certain educational degree levels. Please refer to your employee group agreement to see if your position is eligible for salary advancement due to educational attainment.

The salary advancement process consists of the following:

1. Complete the Salary Advancement Request form in Frontline Central titled "Salary Advancement." You will need to select the appropriate form in accordance with your Employee Group. An **official transcript** must be received in order to be processed.

*PLEASE NOTE: For Professional & PreK Counts Professional Staff, employees completing degree requirements or courses which would entitle them to movement on the salary schedule will be retroactively reimbursed to the date of verification of course completion, provided the verification is received by the Human Resources Office **by February 1**. Course work or verification received **after February 1** will entitle the employee to movement the following academic year. Requests for salary adjustment must be approved by the MCIU Board of Directors. No salary adjustment will be made prior to such approval.*

**[CLICK HERE TO GO TO FRONTLINE CENTRAL](#)**

|  |                                 |
|--|---------------------------------|
|  <b>Comp/OT Request (PaTTAN)</b><br>Category: Payroll   Form Administrator: Hannah Messner  | <a href="#">Start this form</a> |
|  <b>Direct Deposit</b><br>Category: Payroll   Form Administrator: Hannah Messner  | <a href="#">Start this form</a> |
|  <b>Dues/License Reimbursement</b><br>Category: Payroll   Form Administrator: Hannah Messner  | <a href="#">Start this form</a> |
|  <b>IEP Hours</b><br>Category: Payroll   Form Administrator: Hannah Messner   | <a href="#">Start this form</a> |
|  <b>W-4 (2023)</b><br>Category: Payroll   Form Administrator: Hannah Messner  | <a href="#">Start this form</a> |
|  <b>Salary Advancement (Early Learning &amp; Special Education/Ancillary Classroom Support)</b><br>Category: Payroll   Form Administrator: Hannah Messner | <a href="#">Start this form</a> |
|  <b>Salary Advancement (Professional &amp; PKC Professional)</b><br>Category: Payroll   Form Administrator: Hannah Messner                                | <a href="#">Start this form</a> |