

**Highland Rim Economic Corporation
Head Start
Request for Tuition Reimbursement Advance Payment**

Name: _____ **Date of Request:** _____

Current Position: _____

College or University	Course # and Title	# Credit Hours	Term (T) or Semester (S)	Date Course Begins	Date Course Ends

Total Amount of Reimbursement Requested: \$ _____

(NOTE: Must attach Proof of Enrollment/Registration to this request in order for advance payment to be processed)

Please explain briefly how this/these course(s) is (are) recognized by an institution of higher education as credit toward the attainment of a four (4) year (Bachelor's) degree in Early Childhood Education or related field, (i.e., Bachelor's Degree in Child Development).

Please Name Degree Program: _____

By signing below, I hereby agree to all the terms and conditions as stated in the Process For Tuition Reimbursement Advance Payment request. I also hereby authorize Highland Rim Economic Corporation (HREC) to initiate a payroll deduction from my paycheck for the amount of the Tuition Advance Payment should I fail to complete the course/class or to meet the requirements of a 2.0 ("C") or higher for a graded course or a "Pass" for a non-graded course or if termination of employment from HREC before completion of the approved course/class.

Signature

Date

Request Approved: _____	Amount: _____	Request Denied: _____
Signature: _____	Date: _____	

UPON COMPLETION OF APPROVED COURSE WORK, BE SURE TO ATTACH AN OFFICIAL COLLEGE GRADE REPORT AND FORWARD TO THE OPERATIONS MANAGER OF FOR FINAL PROCESSING.

Process for Tuition Reimbursement Advance Payment

Prior approval of the Operations Manager is required for all tuition reimbursement advance payment requests. The process for tuition reimbursement advance payment is as follows:

1. Submit a complete "Request for Tuition Reimbursement" form along with a copy of proof of enrollment and registration in course work. NOTE: Criteria for coursework that is subject to approval is as follows: "Coursework that is recognized by an institution of higher education as credit toward the attainment of a four (4) year (Bachelor's) degree in Early Childhood Education, or related field (i.e., Bachelor's Degree in Child Development). Your request must be received by the following deadlines:

Fall Semester	September 1st
Winter Semester	November 1st
Spring/Summer Semester	March 1st

2. Once reviewed by the Operations Manager, you will be notified whether your request has been approved or denied, the amount of reimbursement advance payment that will be allocated, and a copy of your initial request form.
3. No later than thirty (30) days from the successful completion of your class, provide a copy of your grade report to the Operations Manager to verify that coursework has been completed and has met the criteria for completion as noted below.

Criteria for Tuition Reimbursement Program

Subject to the prior approval of the Operations Manager, Head Start Staff who meet the eligibility criteria as noted above, will be provided with advance tuition reimbursement for actual costs of tuition up to a maximum of twelve-hundred (\$1,200.00) per program year. Tuition reimbursement shall be limited to the actual cost of the course (no books, fees, registration costs, etc.). Tuition reimbursement will only be paid for the amount not covered by another grant.

A tuition reimbursement advance payment shall be made to the employee upon receipt of 1) proof of enrollment/registration, 2) completion of Tuition Reimbursement Request Form and 3) Approval of Such Request by the Operations Manager. Successful completion of course work shall be considered as a final grade of a 2.0 ("C") or higher for a graded course, or a "pass" for a non-graded course.

Failure to complete the course/class or to meet the requirements of a 2.0 ("C") or higher for a graded course or a "pass" for a non-graded course, will result in an obligation of repayment of the tuition reimbursement advance payment by the employee. Such repayment will be made on a payroll deduction basis until such time as the full amount of the advancement has been repaid. Repayment will also be required from those individuals who leave HREC Head Start employment prior to the completion of approved course work.

NOTE: Funding is contingent on availability