Tuition Reimbursement Rubric for Reviewing Applications and Reimbursement

Tuition Reimbursement applications must be submitted with Supervisor and Campus Administrator approvals completed **prior** to the beginning of class. Applicants may use this as a reference during the application process. The Classified Professional Development Work Group uses this rubric to determine approval for Tuition Reimbursement.

All questions must be answered with **YES** for Tuition Reimbursement approval.

Name: _____   Receiving district funds?   Y   N
(if "Yes" ineligible for Cañada tuition reimbursement)

Employment status: _____ Permanent (probationary period completed)   _____ Temporary (ineligible)

_____ Regular Tuition Reimbursement   _____ Waitlist/Late Add Tuition Reimbursement

Section 1: General Tuition Reimbursement Application Review

1. Date course begins: _____
2. Supervisor approval date: _____
3. Date Tuition Reimbursement application received: _____
4. Campus Administrator approval date: _____

	Yes	No
Step 1: Were approval signatures completed prior to the course? (Supervisor signature **must** be completed before the course begins.)		
Step 2: Is the coursework related to professional development and/or advancement?		
Step 3: Was the form submitted prior to the course beginning?		
Step 4: Is the course being taken at an accredited institution?		
Step 5: Was receipt of payment submitted with application (unless waitlist/late add)?		

Section 2 (optional): Tuition Reimbursement for Waitlist/Late Add
(must receive yes on both section 1 and Section 2)

1. Date instructor sent add code: _____
2. Date applicant registered for the course: _____
3. Date of correspondence with Supervisor _____

	Yes	No
Step 1: Was the Director of Professional Development and Innovation notified of waitlist/late add status via email?		
Step 2: Was registration within 3 days of receiving the instructor's email (or was other correspondence provided explaining why registration was not possible within 3 days?)		
Step 3: Was the supervisor contacted regarding new status in the course?		
Step 4: Was registration and payment information submitted to the Director of Professional Development and Innovation?		

Date Reviewed: _____	Approved: ___ Explanation: Denied: _____