

Tuition Reimbursement Agreement and Application

You must meet at a minimum the following eligibility criteria as per the Educational Assistance Policy as stated in the Employee Handbook to apply for tuition reimbursement.

1. Regular full-time status employees, or
2. Regular part-time status employees working thirty (30) hours or more per week, and
3. Regular employees must have completed six (6) months of continuous employment, and
4. Course(s) must have started after six (6) months of continuous employment, and
5. Enrolled in a degree program in Early Childhood, Child Development, Elementary or Special Education

Important Items From the Educational Assistance Policy as stated in the Employee Handbook:

These reimbursements and payments will only be made to eligible staff in good standing and at the discretion of IMAGINE Administration. Although IMAGINE may provide educational assistance benefits, it makes no commitment for promotions, transfers or salary increases by doing so. This educational assistance policy does not affect the employment-at-will status and does not constitute an employment contract.

Note: As per IRS guidelines, employees cannot use any of the tax-free education expenses paid by Imagine as the basis for any other deduction or credit, including the American opportunity credit and lifetime learning credit. See <https://www.irs.gov/publications/p970/ch11.html>

Upon completion of the course(s) and no later than three (3) months after receiving a grade report, the employee must submit the following:

1. Evidence of registration with course description
2. Receipt/Invoice as proof of payment
3. Tuition Reimbursement Agreement and Application
4. Grade report demonstrating a letter grade of "B minus" or better

TIP: It is recommended that employees submit documents 1 through 3 when they first register for the course(s) to HR, who will maintain them and process the tuition reimbursement after receipt of the grade report.

IMAGINE will reimburse book costs and tuition, including payments made by student loans, cash, credit cards, and/or debit cards, as per the following:

\$ 500.00 tuition reimbursement for completion of a CDA (Child Development Associate) credential
\$ 1,000.00 tuition reimbursement for undergraduate level courses in any twelve (12) consecutive month period
\$ 1,500.00 tuition reimbursement for graduate level courses in any twelve (12) consecutive month period
IMAGINE's reimbursement will not exceed \$500.00 for undergraduate level and \$750.00 for graduate level courses in any six (6) month period or semester.

Tuition Reimbursement to eligible employees is processed through Payroll, usually two (2) paycycles after receipt of all required documentation.

Non-exempt employees who participate in IMAGINE's tuition reimbursement program agree to remain working for IMAGINE for a minimum of six (6) months of continuous employment after the date on the signed Tuition Reimbursement Agreement and Application. If a non-exempt employee received tuition reimbursement and should leave the employ of IMAGINE before such time, the non-exempt employee agrees to repay IMAGINE for any and all tuition reimbursements received.

I understand the contents of this Agreement and agree to the terms above. I attest that I have read the Educational Assistance Policy and have submitted all required information.

Employee Name (Print): _____ Signature: _____ Position: _____

Reimbursement Type (Circle One): Graduate Undergraduate CDA Expected Graduation Date: _____

Total Tuition Reimbursement Request: \$ _____ For Semester: _____ Today's Date: _____