

## Tuition Reimbursement Eligible and Ineligible Reimbursement Expenses

### ELIGIBLE EXPENSES

Eligible expenses are marked with a check (✓)

	<u>Unit A</u>	<u>Unit B</u>	<u>Unit C</u>	<u>Unit D</u>	<u>Unit E</u>	<u>Unit H</u>	<u>Unit J</u>	<u>Unit S</u>	<u>District- Represented/ Confidential</u>
<b>Employee Groups</b>	School Police	Instructional Aides	Operations-Support Services	Office-Technical and Business Services	Skilled Crafts	School Police - Sergeants & Lieutenants	Classified Management	Classified Supervisors	District-Represented/Confidential
<b>Reimbursement of Costs (Maximum per fiscal year)</b>	\$600	\$600	\$600	\$700	\$1,000	\$600	\$1,000	\$700	\$600
Tuition Fees for: Courses of study at approved academic institutions, seminars, trainings, conferences, and meetings	✓	✓	✓	✓	✓	✓	✓	✓	✓
Books (includes taxes and shipping fees)				✓	✓		✓	✓	✓
Mandatory Fees (such as laboratory fees) *Mandatory fees must be required for the specific course.				✓*			✓*	✓*	✓
Training materials that are required for the specific course (such as computer software, study materials)				✓			✓	✓	✓

**See next page for ineligible expenses**

For exact language regarding a particular eligible or ineligible expense, please refer to the relevant Bargaining Unit Agreement or Personnel Commission Rule 831 (for District-Represented & Confidential employees).

## INELIGIBLE EXPENSES

Ineligible expenses are marked with an "X"

This list is not exhaustive, but includes common expenses associated with course fees. These expenses are NOT eligible for reimbursement.

	<u>Unit A</u>	<u>Unit B</u>	<u>Unit C</u>	<u>Unit D</u>	<u>Unit E</u>	<u>Unit H</u>	<u>Unit J</u>	<u>Unit S</u>	<u>District- Represented/ Confidential</u>
Cost for Exams/ Certifications (Unless otherwise specified in the contract)	X	X	X	X	X	X	X	X	X
Hotel Expenses	X	X	X	X	X	X	X	X	X
Travel (Such as air, train, bus or mileage to and from)	X	X	X	X	X	X	X	X	X
Parking	X	X	X	X	X	X	X	X	X
Late Fees	X	X	X	X	X	X	X	X	X
University Fees (Such as Student Center Fees, Student Activity Fees, Student Success Fee, Health Facilities Fee, Student Body Fees, etc.)	X	X	X	X	X	X	X	X	X
Equipment (Such as personal computers)	X	X	X	X	X	X	X	X	X
General school supplies (Such as paper, scantrons, etc.)	X	X	X	X	X	X	X	X	X
Any other costs not indicated in the Eligible Expenses Section.	X	X	X	X	X	X	X	X	X

For exact language regarding a particular eligible or ineligible expense, please refer to the relevant Bargaining Unit Agreement or Personnel Commission Rule 831 (for District-Represented & Confidential employees).