

Instructions for Reimbursement of Approved Employment Related Course(s)

Congratulations on completion of your Employment Related Course! Below are some instructions to assist you in getting your reimbursement in a timely manner.

- ✓ You must have actually paid for your tuition prior to reimbursement.
- ✓ Make sure the Warren County Tuition Reimbursement Voucher is completely filled out and signed. The 'Course/Book Titles' column should be a title or description of the course, fees, or books that you have paid for. The 'Total Costs' column is the total amount of the tuition/fees/books charged by the college or bookstore. The 'Financial Aid/Scholarships' column should include all monies given to you that you are not required to pay back. The difference between 'Total Costs' and 'Financial/Aid Scholarships' is the 'Total Cost to Employee'. The amount you will be reimbursed should be listed in the 'Total Cost to Employee' column. If you are filling out this form online the formulas should do the computations for you.
- ✓ You must provide a copy of your final grade(s) for the course(s) showing a grade of 'C' or better.
- ✓ You must submit an approval form signed by the Personnel Chair as well as at least one other approval form signed by either your Department Head, the Human Resources Director, or the County Administrator.
- ✓ You must provide a statement from the college showing the total cost for your tuition, fees, and books as well as all payments applied to your account. Invoices or billing statements that do not show payments are not acceptable. Books may be purchased from outside sources, but an itemized receipt showing the title and cost of the book must be submitted.
- ✓ Any 'free money' should be listed in the 'Financial Aid/Scholarships' column. 'Free money' is anything that you do not have to pay back. This figure does NOT include student loans or credit card payments.
- ✓ Reimbursable fees are only those fees that are showing on your receipt as paid to the college. Personal internet fees, mileage, etc are NOT considered reimbursable fees.