



## **Tuition Reimbursement for Classified Employees in the following Bargaining Units**

**Administrative Clerical (NP-3), Administrative & Residual (P-5), and Maintenance & Service Unit (NP-2)**

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To encourage professional growth members of the Administrative Clerical (NP-3), Administrative and Residual (P-5), and Maintenance and Service Unit (NP-2) unions may qualify to participate in the Tuition Reimbursement program. The tuition benefit reimburses the employee partial tuition cost associated with enrolling in a course in an accredited educational institution. Employees should contact their union stewards or union contract for current reimbursement rates.

Payment is on a First-Come-First-Serve Basis: Applications for tuition reimbursement should be submitted to the Human Resources Department two (2) weeks prior to the start of classes, but may be submitted at any time prior to the two (2) week deadline. The Office of State Comptroller will pay tuition reimbursement for those on the priority list as they are received.

To apply for the Tuition Reimbursement benefits employees must complete the following steps.

### **Prior to taking a course:**

1. Employee obtains an Application for Tuition Reimbursement (CO-101) from the Office of the State Comptroller's website <http://www.osc.ct.gov/agencies/forms/pdf/CO-101.pdf> or from the Human Resources website under HR Forms at <http://wcsu.edu/hr/forms/WCSU-HRForms.asp>
2. The following information must be provided on the Application for Tuition Reimbursement form:

#### **Personal Information**

Name  
Home Address  
Employee Number (Listed on your Pay Stub)  
Collective Bargaining Unit Code  
Title  
Agency Name  
Work Telephone Number  
Work Address  
Work E-Mail Address  
Educational Institution Name  
Educational Institution Address  
Start/Finish Dates (Month, Day, Year)

#### **Course Information**

Title and Number of Course(s)  
Number of Credits  
Total Credits  
Course if Graduate or Undergraduate (check appropriate box)  
Objective in Taking this Course or Curriculum



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**Cost Information**

Charge Per Credit  
Total Number of Credits  
Total Credit Cost (Multiply the charge per credit by the total number of credits)  
Service Fee (Community Colleges Only)  
Laboratory Fee  
Other Fees (Specify)  
Sub Total  
Less – Financial Aid Received from Other Sources  
Net Cost

**Applicants Certification**

Signed (Applicant)  
Date (Month, Day, Year)

3. Employees should submit the completed Application for Tuition Reimbursement form to the Human Resources Department no later than two (2) weeks prior to the start of classes.

**Upon Completion of Course**

Employee must submit a transcript of grade(s) or letter from professor on educational institution letterhead and proof of payment (2 copies of all receipts) to the Human Resources Department.

The Human Resources Department will forward the information to the Office of State Comptroller for processing. Upon completion of the audit process by the State Comptroller's Tuition Unit, a reimbursement check will be mailed to the employee at his/her home address.