



Tuition Reimbursement

Get up to \$300 reimbursed for the 2022/2023 academic year!

Did you know Classified Staff are eligible to receive limited reimbursement for tuition and/or conferences ?



Steps to submit a request for reimbursement

- * If you are enrolling in a COS class, do not submit the T/C request for tuition. COS will pay for your tuition (Staff Fee Waiver attached). However, PACE can reimburse you for textbook costs.
- * Complete a Travel/Conference form (attached) prior to the start of the class or conference you will be attending.
- * Prior authorization is required or PACE will not be able to reimburse you for any expenses.
- * Enter the estimated expenses of tuition, books, or conference costs.
- * Sign and date on the left side of the form.
- * Obtain your Supervisor's signature and submit to Carolyn Franco for pre-approval.
- * Carolyn will obtain the remainder of the required signatures and return the approved form to you.
- * Once you have completed your class or conference, enter the actual costs on the Travel/Conference approved form.
- * Attach any required documentation (receipts, conference flier, conference agenda, etc.).
- * Sign and date the form, obtain your supervisor's signature and return the completed form to Carolyn Franco.
- * Due to a staff development grant, we have recently been able to increase our reimbursement rate from \$150 to \$300 per academic year.
- * PACE should be able to offer this reimbursement rate for 1-2 years. However, we expect the reimbursement rate to decrease again once the grant has been depleted.

[Staff Fee Waiver Form](#)

[Travel & Conference Request form](#)

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