



# Tuition Reimbursement

Get up to \$300 reimbursed for the 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 for pre-approval.  
Renee 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](#)



[Renee Raymon Church](#)



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