

NON-TEACHING EMPLOYEE COURSE REIMBURSEMENT

Courses deemed necessary by Senior Administration will be paid for by the Division at the time of registration. Prior to registration, Form 2AA from the Procedures Manual must be completed and signed by the employee and submitted to Senior Administration. The employee is required to successfully complete the course. Employees, who do not successfully complete/pass the course, will be required to reimburse the Division for the tuition costs. A copy of the transcript must be provided to Senior Administration and will be filed in the employee's personnel file.

Tuition for self directed courses will be paid for by the employee.