

**2010-2011 INFORMATION CHANGE**  
*for*  
**ALL TUITION Reimbursement Requests for  
College Course & Conference/Workshop**

During the budget reduction process for 2010-2011 the tuition reimbursement account was reduced from \$1,000,000 to \$500,000.

**CHANGES** were made to the reimbursement process:

- HCPS full time (.5 full time or greater) employees may submit a request for college course tuition up to **\$500 for the fiscal year.**
- Reimbursement for college courses will be on a **first come first served basis** as long as funding is available
- All **approved** applications will be guaranteed reimbursement if follow-up paperwork is received within 60 days from end of course

**NOTES:**

- Since funding is limited, if you are approved for a class and decide not to take the class please notify Staff Development immediately to allow for reallocation of the funds
- All college course requests should be made ASAP for anticipated classes for Summer 2010, Fall 2010 and Spring 2011
- Cohort programs approved prior to January 2010 will be honored and the tuition commitment will be maintained (ie. Gifted, Math Specialist, and Leadership cohorts)
- Non-college credit activities (ie. conferences and workshops) will be approved based on division identified needs and request for approval from school division Directors
- For cost saving purposes - Current Reimbursement Forms will be used during the 2010-2011 school year

Please direct any questions to the  
Department of Staff Development - 652-3365.