



EDUCATIONAL / TUITION REIMBURSEMENT STEP-BY-STEP GUIDE

Educational reimbursements apply to tuition, textbooks, certifications, licensing, and exam fees.

1. Get HR Approval BEFORE You Start

- Complete the Education Reimbursement Application.
- Submit to HR for approval.
- Wait for HR approval and signature BEFORE beginning the course.

2. Complete Your Class or Program

- Finish course, program, or certification.
- Save all itemized receipts and proof of payment.

3. Complete the Reimbursement Form

Make sure the form includes:

- Your full name
- Your complete address (city, state, ZIP code)
- The date(s) of the expense
- The school/site you are assigned to

4. Gather All Required Documents

- HR-approved and signed Education Reimbursement Application
- Completed reimbursement form
- Itemized receipts (tuition, books, fees)
- Proof of payment

5. Review and Submit

- Ensure all documents are complete.
- Email to: accountspayable@teachps.org

6. Review the Tuition Reimbursement Plan for full details.