



Sacramento
Employment and
Training
Agency

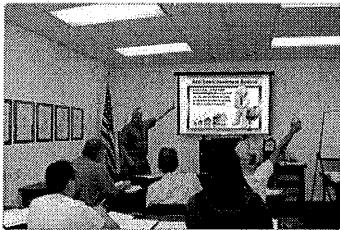
Staff Tuition Reimbursement Cheat Sheet

(For SETA employees and Delegate Agency employees that work with/in Head Start.)



Are you taking classes? Did you know you can get your tuition reimbursed through SETA? Here's what you need to do!

1. Sign up for classes.
2. Classes must be related to your work (i.e. ECE classes for your permit, accounting classes to further your knowledge, or other classes relative to your position or completion of a degree).
3. Fill out the Pre-Approval and Tuition Reimbursement Request Form. The current fiscal year forms can be found at: <http://www.seta.net/human-resourcespayroll/> under the Tuition/Permit Reimbursement section. The forms are PDF fillable forms.
4. Have your Supervisor sign the form. ***If you are delegate staff your Director or their designee must sign the form.***



5. Send it to SETA Human Resources—***BEFORE THE CLASS(ES) START!***
6. Attend class(es).
7. Get your grades.
8. Turn in your paperwork, including:
 - a. Copy of signed original Pre-Approval and Tuition Reimbursement Request Form.

- b. Final grade report ("C" or better).
- c. Original receipts for tuition and books.
- d. Class syllabus noting required books if seeking reimbursement for books.
- e. Statement of financial aid (signed and dated by school financial aid office).
- f. ***If you are a delegate staff your request must receive final approval by your Director or their designee before payment is authorized by SETA.***



9. Get your reimbursement.
10. REMEMBER...



The Tuition Reimbursement Program will provide funds for staff to assist them in continuing their professional growth, which may include under-graduate and graduate degree programs. This can be used when the staff receives no other funds from any other source, such as government grants and scholarships. Reimbursement shall only be made for course work at accredited colleges, universities and instructional institutions and/or for course work **required** to maintain current licensing or permits as deemed appropriate by the **Agency**. In addition, reimbursement shall only be applicable for the actual cost of the tuition/enrollment, books and other mandatory student fees, not to exceed the current contractual or grant amount per "defined" year. Defined year for Head Start Staff is August 1 through July 31. Defined year for Non- Head Start Staff is July 1 through June 30.

Requirements to be eligible for tuition reimbursement:

1. Complete and submit this form to your **Supervisor, Program Officer, or Manager** for approval **PRIOR** to the course start date. Once signatures are acquired, submit a copy to the HR/Personnel Unit. **Please note: all pre-approval applications need to have the designated signatures and submitted to the HR/Personnel Unit PRIOR to the start date of your class.**

2. Obtain a grade of C (or equivalent) or better

3. Within 30 days after completion of pre-approved course(s), submit grades, completed Tuition Reimbursement Form, Statement of Financial Aid, all original receipts (to include receipts for tuition, books, & classroom tools) to your Manager for FINAL approval and cost allocation.

Once final approval is obtained, either you or designated staff should forward all documents to the HR/Personnel Unit, Plaza Del Paso for payment processing.

Checklist (Documents Needed for Reimbursement)

- _____ Staff Tuition Reimbursement Form completed and signed by Manager
- _____ Original receipts for books and materials
- _____ Original receipt for fee payment **OR**
- _____ Account Distribution record **OR**
- _____ Student Registration status report marked paid by college
- _____ Statement of Financial Aid (completed by educational institution)
- _____ Copy of grade(s) received ("C" or better or equivalent)
- _____ Transcript showing education status (Head Start Staff: If holding a B.A. /B.S. or higher, classes must relate to Early Childhood Education and/or be required for employment at Head Start, or be related to Head Start content areas.)
- _____ Required book list for courses

For Information or Assistance, Contact HR/Personnel at (916) 263-0570 or (916) 263-0606
Fax (916) 588-9176

Failure to complete the form in its entirety or missing documentation could result in delay of payment or denial of your request.

Sample



STATEMENT OF FINANCIAL AID

To: Financial Aid Officer

Please determine if the student named below is receiving any financial aid and if so, what kind. When completed, please sign and return to student. You can also fax this form to the Staff Development Unit @ 916-588-9176. Thank you.

Student Name: Terri Teacher

Address: 123 Apple Avenue, Anywhere, CA 12345

Phone: Daytime (916) 123-4567 Evening (916) 222-2222

Student is receiving:

- No financial aid (checked)
Financial aid type

Table with 6 columns: Type, Tuition, Books, Fees, Other. Rows include Grant, Loan, Scholarship, and Other.

Name of Institution: Cosumnes River College

Financial Aid Officer: Laili Naiem (Please Print)

Signature: Laili Naiem

Date: 05/11/2016 Semester/Quarter: Spring 2016

Phone: (916) 691-7382

COSUMNES RIVER COLLEGE
Financial Aid Office
8401 Center Parkway
Sacramento, CA 95823

Account Inquiry
Summary

Electronic Payments/Purchases
activity

Account Services
payments

Account Act



Print this page for proof of payment.

Student ID

View by _____

From To

From

Transactions

find / View AH

First 1-5 of 5

Posted Date	Item	Term	Charge	Payment	Refund
01/12/2016	CRC e-Parking Decal Auto	Spring 2016	35.00		
01/12/2016	Credit Card Parking Payment	Spring 2016		35.00	
12/18/2015	Credit Card Pay - Self Service	Spring 2016			139.00
12/15/2015	CRC Enrollment Fees	Spring 2016	138.00		
1211512015	CRC Student Representation Fee	Spring 2016	1.00		

First 1-5 of 5 Last

Currency used is US Dollar.

Account Balance

0.00

MAKE A PAYMENT

Account Inquiry [Electronic Payments/Purchases](#) Account Services

[Summary](#) Activity Payments

go to ... v

Sample

HAWK NEST
CRC COLLEGE STORE

Hawks Nest Bookstore
Cosumnes River College
8401 Center Parkwa
Sacramento, CA 95823
916-691-7319

HAWK NEST
CRC COLLEGE STORE

Hawks Nest Bookstore
Cosumnes River College
8401 Center Parkwa
Sacramento, CA 95823
916-691-7319

AND SAVE!!!

AND SAVE!!!

NO MONEY SPENT ON CAMPUS, STAYS ON CAMPUS
ORIGINAL SALES RECEIPT IS REQUIRED
OR ALL RETURNS

MONEY SPENT ON CAMPUS, STAYS ON CAMPUS
ORIGINAL SALES RECEIPT IS REQUIRED
FOR ALL RETURNS

STORE:00011 REG:107 TRAN#:5605
CASHIER:ANGELIN Y

STORE:00011 REG:107 TRAN#:5606
CASHIER:ANGELIN Y

GROSS INFANCY
RENTAL - USED
2900205734190 T

GERBER/RIE MANUAL
NEW*
181892560087 T
1 @ 20.55) 20.55

(1 @ 73.45) 73.45
Rental - Due Date: 05/20/2016
Subtotal 73.45
TI Sales Tax (08.500%) 6.24
TOTAL 79.69
VISA 79.69

Subtotal 20.55
TI Sales Tax (08.500%) 1.75
TOTAL 22.30
VISA 22.30
Card#:
Expdate:
Ruth Code: 68453

Card#:
Expdate:
Auth Code: 020698
EntrMethod: Swiped

EntrMethod: Swiped
I AGREE TO PAY ABOVE TOTAL AMOUNT
ACCORDING TO CARD ISSUER AGREEMENT

I AGREE TO PAY ABOVE TOTAL AMOUNT
ACCORDING TO CARD ISSUER AGREEMENT

Thank You For Shopping With Us!

Agreement terms and conditions.

V2:J1.63 01/20/2016 07:01PM

Thank You For Shopping With Us!

|||||

V201.63 01/20/2016 07:00PM

CARDHOLDER COPY

1. |||||

CARDHOLDER COPY

SPRING 2016 > CRC > LOS RIOS COMM COLLEGE DISTRICT

W Class Grades - Spring 2016

Class	Description	Units	Grading	Grade	Grade Point
ECE 330	Infant Development	3.00	Graded	A	12.000

9 Term Statistics- Spring 2016

	From Enrollment	Cumulative Total
Units Toward GPA:		
Taken	3.000	65.000
Passed	3.000	65.000
Units Not for GPA:		
Taken		
Passed		
GPA Calculation		
Total Grade Points	12.000	206.000
Units Taken Toward GPA	3.000	65.000
=GPA	4.000	3.169

Academic Standing Good Standing

[Return to View My Grades](#)

Sample

TERM GPA	3.000	TERM TOTALS	3.00	3.00	9.000
CUM GPA	3.100	CUM TOTALS	60.00	60.00	186.000

Progress TERM PCT 0% CUM PCT : 18%

Good Standing

Spring 2013

Program Cosumnes River College

Plan : ECE - Site Supervisor Major

ECE	424	Mentor Collab Setting	2.00	2.00 A	8.000
TERM GPA	4.000	TERM TOTALS	2.00	2.00	8.000
CUM GPA	3.129	CUM TOTALS	62.00	62.00	194.000

Progress TERM PCT 0% CUM PCT : 17%

Good Standing

Spring 2016

Program Cos es River ,College

Plan : ECE - Site Supervisor Major

ECE	330	Infant Development	3.00	3.00 A	12.000
TERM GPA	4.000	TERM TOTALS	3.00	3.00	12.000
CUM GPA	3.169	CUM TOTALS	65.00	65.00	206.000

Good Standing

CRC Career Totals

CUM GPA	3.169	CUM TOTALS	65.00	65.00	206.000
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Requested By

Required Reading Books for Class Course Materials List

Term: SPRING 16 Name: ECE 330 Section: 14606 Instructor: Doyle Course 10: 14606 Location:
COSUMNES FULL TIME



REQUIRED

INFANCY
Author: GROSS
ISBN: 9780205734191
Edition/Copyright: 2ND 11
Published Date: 2011
Publisher: PEARSON

Used: \$137.00 New: \$183.60 New Rental: \$119.35 Used
rental: \$73.45

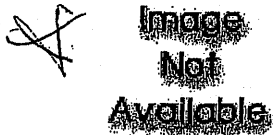


EBOOK
VERSION
K

EBK INFANCY
Author: GROSS
ISBN: 9780205017980
Edition/Copyright: 2ND 11
Published Date: 2011
Publisher: PEARSON CO

eContent Download (No Shipping)
See REQUIREMENTS before purchasing

eBook Format: \$91.50



REQUIRED

RIE MANUAL: FOR PARENTS & PROFESSIONALS
Author: GERBER
ISBN: 9781892560087
Edition/Copyright: 2013
Published Date: 2013
Publisher: RIE

Used: \$15.45 New: \$20.55

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Sample

August 23, 2017

GOVERNING BOARD

LARRY CARR
Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

SOPHIA SCHERMAN
Public Representative

JAY SCHENIRER
Councilmember
City of Sacramento

KATHY KOSSICK
Executive Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Main Office
(916) 263-3800

Head Start
(916) 263-3804

Website: <http://www.seta.net>

Terri Teacher
123 Apple Avenue
Anywhere, CA 12345

Dear Terri:

Re: Tuition Reimbursement Pre-Approval Request
(Period: 08/18/17 to 12/31/17)

This letter is confirmation your tuition reimbursement request has been pre-approved. We have retained your pre-approval request in our files.

Your next step and responsibility is to obtain the following documents **within 30 days** after course completion and forward them to the Human Resources Department. The documents include:

- Final grade for classes
- Original receipts for tuition and/or books
- Statement of Financial Aid (if not already submitted)
- Course Syllabus Listing Required Reading Text

Once we are in receipt of the required documentation, we will forward your packet to management for final approval. Please note; the amount of your reimbursement request may be reduced depending on any grants, scholarships, or fee waivers awarded to you.

The contact information for the Human Resources Department is:

Sacramento Employment & Training Agency
Human Resources Department
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

If you have any questions, you can contact Debbie Schneider at (916) 263-0606 (Debbie.Schneider@seta.net) or Allison Noren at (916) 263-3658 (Allison.Noren@seta.net).

Thank you for your cooperation and your efforts for continued staff and professional development.

Staff Development Unit (SDU)
Sacramento Employment & Training Agency

"Preparing People for Success: in School, in Work, in Life"