

## 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 for SETA staff can be found at: <http://www.seta.net/human-resourcespayroll/> under the Tuition/Permit Reimbursement section. For Head Start and Delegate staff you may find the forms at: <http://headstart.seta.net/staff/education-resources/forms/>. 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 – Fiscal Department —***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...

