

LOS ANGELES UNIFIED SCHOOL DISTRICT
Tuition Reimbursement/Voucher – Request for Pre-Approval

Please check the bargaining unit you are represented by:

- ☐ Unit B (\$500 maximum per fiscal year)
- ☐ Unit C (\$500 maximum per fiscal year)
- ☐ Unit D (\$700 maximum per fiscal year)
- ☐ Unit E (\$600 maximum per fiscal year)
- ☐ Unit S (\$600 maximum per fiscal year)
- ☐ District Represented/Management/Confidential (\$600 maximum per fiscal year)

Employee Name	_____	Employee No.	_____
Home Address	_____	Job Title	_____
City & Zip	_____	Permanent Employee	_____
School/Work Location	_____	Location Code	_____
Work Telephone No.	_____	Home Telephone	_____
Assigned Work Schedule		Email Address	

To Attend: ☐ School ☐ Seminar/Conference/Workshop ☐ Other _____
☐ Comp USA Voucher (**Unit D only**)

Name of College/University/Agency

Title of Each Course/Training (per semester or quarter) 1)

2) 3) 4)

Beginning & Ending Dates of Class(es)

Classes(es) Schedule (Day/Time/Location)

This course(s) or program is directly related to the employee's service to the District and is for the purpose of increasing the employee's knowledge, understanding, and skills as related to the employee's employment by the District.

Please explain: _____

Employee Signature _____ Date _____

A description of the coursework/training content must be attached to this request.

Your signature indicates your approval that the above course(s) or program directly relates to this employee's service to the District and will be for the purpose of increasing the employee's knowledge, understanding, and skills as related to the employee's current employment by the District.

Supervisor's Signature (Required) _____ Date _____

FOR OFFICE USE ONLY

Course Meets Criteria ☐ Yes ☐ No Date ☐ Funding Available \$ Date

☐ Receipts Forwarded to PC for Payment Date _____ ☐ Payment Request Forwarded to Accounts Payable
Date

INSTRUCTIONS – READ CAREFULLY

The District may grant tuition reimbursement or issue a voucher to permanent, classified employees under the conditions listed below:

1. Programs eligible for reimbursement shall include, but not be limited to, course of study at approved academic institutions, seminars, and training institutes conducted by recognized professional associations, conferences, meetings, and such other training programs designed to upgrade the classified service or encourage retraining of employees who may otherwise be subject to layoff as the result of technological change.
2. Approval for reimbursement or a voucher shall be obtained on the appropriate form signed by the division head or designee before commencement of the course or program.
3. Approval shall be at the sole discretion of the District. If a request for reimbursement is not approved, the employee shall be entitled upon request to know the reasons for the disapproval.
4. The course(s) or program must be directly related to the employee's service to the District and must be for the purpose of increasing the employee's knowledge, understanding and skills as related to the employee's employment by the District.
5. The course(s) or program shall not be taken during the employee's assigned duty hours.
6. The course(s) or program for which tuition reimbursement or voucher is requested shall be completed within the period for which it was approved, or the employee must submit a new request.
7. Reimbursement shall be made as soon as practicable following presentation of official receipts and satisfactory evidence of successful completion of the approved course(s) or program. If grades are received, successful completion shall be defined as a grade of "C" or "passing".
8. Tuition reimbursement or vouchers shall be limited to the maximum allowed per fiscal year as indicated in bargaining unit contract.
9. Tuition reimbursement shall not apply to any employee eligible for reimbursement by any other governmental agency, organization, or association.
10. An employee who terminates employment with the District within six (6) months of receiving tuition reimbursement or approval for a voucher must refund the amount of the reimbursement or voucher to the District, or it will be deducted from the employee's final warrant.
11. **Unit D, E and Confidential/Management only** - At the District's discretion, all books or unused materials for which the District provides reimbursement shall be returned by the employee to the District for reuse by other employees prior to the District providing any reimbursement.

TO OBTAIN REIMBURSEMENT:

1. Complete **all** sections of this form.
2. The employees represented by units B, C, D, and E must submit the Request for Pre-Approval of Reimbursement before any expense is incurred by the employee, i.e., before paying course fees. **Do not submit this form for coursework already completed or in progress.** Request must be received by the Classified Training Office prior to the first day of class.
3. If you are requesting reimbursement for more than one course during a semester, the title of each course must be listed (e.g., "Math 101", "Spanish"). Request must be approved on a semester-by-semester basis for college programs (e.g., PACE). A description of the content of each course must be attached to this request.
4. Obtain the signature of the District/Division Head (or Principal) before submitting the form. **Forms without the signature of the District/Division Head/Principal cannot be processed.**
5. If approved, reimbursement will be made following submission of evidence of successful completion of course/training and original tuition receipt (s).
6. **Submit completed forms to:**
Personnel Commission
Organizational Excellence Classified Training Office
Shatto Building

****** *For specific questions, please call (213) 353-4300. Requests may be faxed to (213) 353-0120 provided that the original is then mailed to the above address. Please be sure that your request is received by Organizational Excellence Classified Training Branch prior to paying for your class and prior to your first scheduled class date.*