

Tuition Reimbursement Process at a Glance



- 1 Review the Professional Development Assistance Program policy for detailed information.

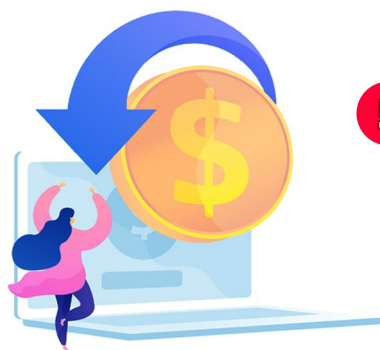
- 2 Decide on a qualified* degree or certificate program of study. Review schools, get coaching through EdAssist, discuss with your supervisor.

** Under the policy, not all programs will qualify for PDAP.*



- 3 Submit an application for each course prior to taking the course. Visit the EdAssist site and submit an official application **prior to the course start date**, and no later than 30 days after the course starts. This must be approved by your supervisor.

- 4 Take your course(s). Submit grades, proof of tuition payment, and other documentation required for reimbursement. Submit your documentation within 90 days after the course end date.



- 5 Once approved you will receive the non-taxable reimbursement on the next scheduled paycheck. Reimbursement files are sent to payroll once a month.

- 6 Follow the process above for each course(s) you take.

