

Southern New Hampshire Child Development Program Professional Development Reimbursement Plan

The Child Development program promotes employee development by offering a tuition reimbursement program to all employees who desire to further their education or keep up-to-date on the latest job related trends and technologies. Tuition reimbursement may be available for degree programs and professional training and development seminars/workshops. Tuition reimbursement is **limited** and is part of a written training and development plan.

Requirements for Degree programs:

- Must be employed with the Program for one year
- Employee is employed by the program and is in active pay status at the time reimbursement is made; employees on disability leave and worker's compensation are not eligible for reimbursement
- Degree must be related to current job or future position in the Company
- Prior written approval required from supervisor and Head Start Director – Submit **Professional Development Reimbursement application form**
- Employees who successfully pass a course with a "C" or better will be reimbursed up to 50% of the tuition fee
- Reimbursement does not cover books, labs, parking or mileage
- Tuition reimbursement is limited to two classes per person, per fiscal year (fiscal year being August 1 thru July 31st)

Requirements for Professional Training and Development seminars/workshops:

- Employee is employed by the program and is in active pay status at the time reimbursement is made; employees on disability leave and worker's compensation are not eligible for reimbursement
- Seminars/workshops must be job-related
- Prior written approval of supervisor and Head Start Director
- Reimbursement at 100%
- Seminars and workshops are pre-paid for the employee as outlined in the reimbursement process below
- Reimbursement does not cover books, labs, parking or mileage
- Tuition reimbursement is limited to two workshops/seminars per person, per fiscal year (fiscal year being August 1 thru July 31st)

Reimbursement Process:

Degree program

- Within 45 days after completion of the term, applicant must submit legible copies of the following:
- College/university invoice or statement indicating tuition fee charged and payment in full. The invoice must contain the school's name and address. Copies of canceled checks and credit card receipts will be accepted.
- College/university grade/report indicating the applicant's name, school term, course name and grade for the term
- A reimbursement check will be mailed directly to the applicant within 10 days of receipt of **all** required documentation
- Submit reimbursement information to the Child Development Office Manager

Seminar/Workshops

- Two weeks prior to registration for a seminar or workshop the employee will fill out a requisition and copy of the agenda to the Office Manger.