



# SJC Educational Reimbursement Program Employee Checklist



***Please print, check off and keep as you follow through the process***

**APPLICATION:**

- Fill out application completely
- Forward to your Department Appointing Authority or Designee for approval and signature

**REQUIRED DOCUMENTATION (to be included with application):**

*For Degree Programs (AA, BA/BS, Masters etc.)*

- Degree program requirements outline
- Class schedule (*must show dates of when class begins and ends*)
- Fee schedule (*must be current*)
- Syllabus (listing the required book if requesting reimbursement of required books for the class)

*For Individual Courses (stand-alone courses, certificates program, License Renewal)*

- Course title and description
- Class schedule (*must show dates of when class begins and ends*)
- Fee schedule (*must be current*)

**SUBMISSION:**

- Send application and all required supporting documents which must be received by HR-Staff Development no later than **10 business days** after first official day of class.

**AFTER SUBMISSION OF APPLICATION:**

- Employee will receive notification from HR-Staff Development within 10 business days from the date the application was received.

**NOTIFY STAFF DEVELOPMENT IF:**

- Employee has not received any notification from HR-Staff Development regarding status of application after 10 business days
- There are any changes to your application (dropped/added class, name/address change, etc.)

**AFTER CLASS ENDS:**

*No later than 60 calendar days after last official day of class*

- Write down final deadline date to submit final documents \_\_\_\_\_
- Submit grades /course completion
- Submit payment verifications

**FOR ATTORNEYS WHO ARE REQUESTING REIMBURSEMENT OF BOOKS ONLY:**

- Submit application and payment verifications **no later than 60 calendar days** after the date the book was purchased.

If you have not received a check or a notification regarding the status of your reimbursement **after** Six (6) weeks of submitting your final documents, please email [sjengage@sjgov.org](mailto:sjengage@sjgov.org) or contact our Staff Development department at 209-953-7563.