



# Staff Tuition Reimbursement Cheat Sheet

(For SETA employees and Delegate Agency employees that work with/in Head Start.)



FOR SETA STAFF ONLY

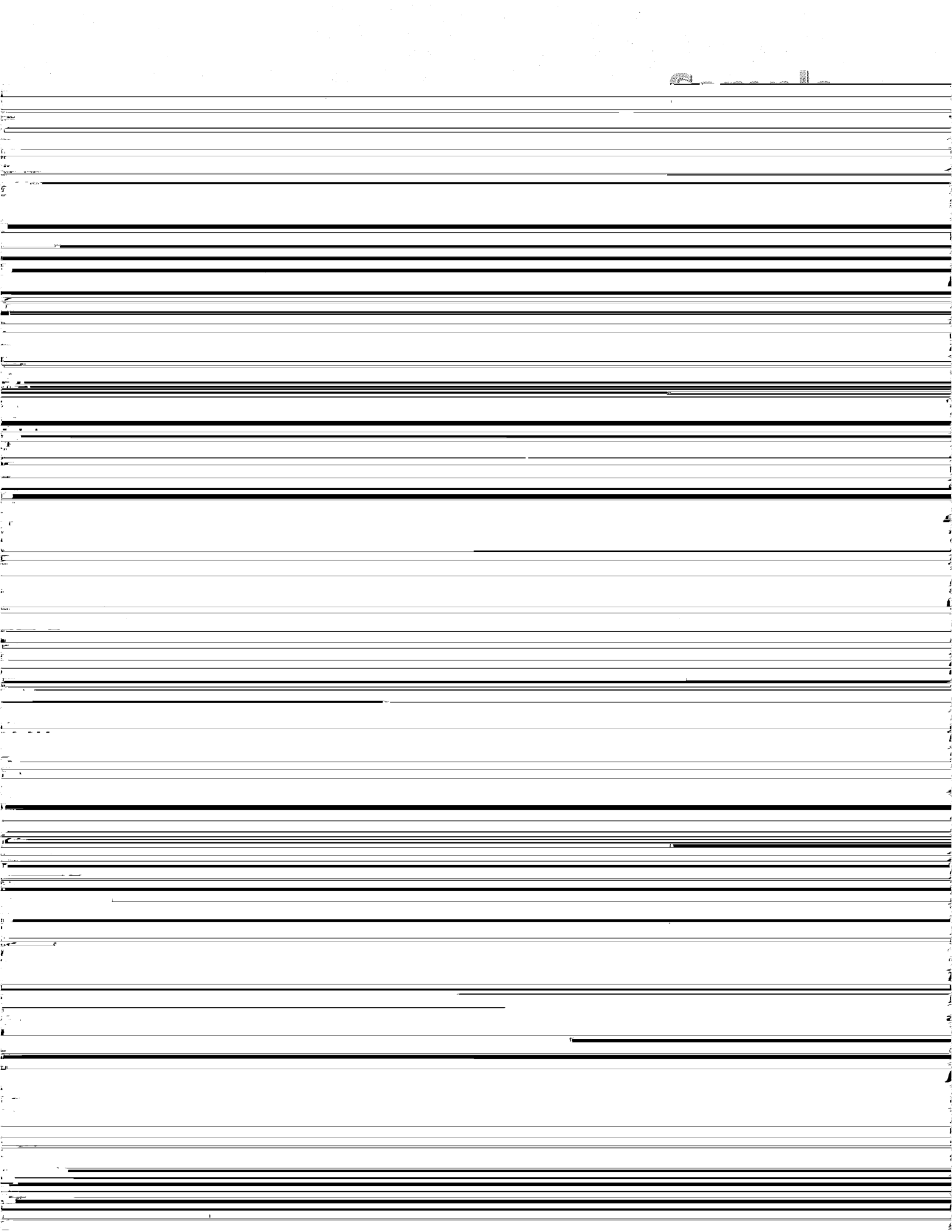
Example

The Tuition Reimbursement Program will provide funds for staff to assist them in continuing their professional growth, which may include under-graduate and graduate degree programs. This can be used when the staff receives no other funds from any other source, such as government grants and scholarships. Reimbursement shall only be made for course work at accredited colleges, universities and instructional institutions and/or for course work **required** to maintain current licensing or permits as deemed appropriate by the **Agency**. In addition, reimbursement shall only be applicable for the actual cost of the tuition/enrollment, books and other mandatory student fees, not to exceed the current contractual or grant amount per "defined" year. Defined year for Head Start Staff is August 1 through July 31. Defined year for Non- Head Start Staff is July 1 through June 30.

**Requirements to be eligible for tuition reimbursement:**

1. Complete and submit this form to your Supervisor, Program Officer, or Manager for approval PRIOR to

Sampla



Sample

H·A·W·K·S·N·E·S·T

H·A·W·K·S·N·E·S·T  
C·O·L·L·E·G·E·S·T·O·R·E

Hawks Nest Bookstore

Hawks Nest Bookstore  
Cosumnes River College

Sample

Sample

TERM GPA	3.000	TERM TOTALS	3.00	3.00	9.000
CUM GPA	3.100	CUM TOTALS	60.00	60.00	186.000

Progress TERM PCT 0% CUM PCT : 18%

Good Standing

Spring 2013

Program Cosumnes River College

Plan : ECE - Site Supervisor Major

<del>ECE</del>	<del>124</del>	<del>Maintain College Grades</del>	<del>2.00</del>	<del>2.00</del>	<del>8.000</del>
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TERM GPA	4.000	TERM TOTALS	2.00	2.00	8.000
CUM GPA	3.129	CUM TOTALS	62.00	62.00	194.000

Progress TERM PCT 0% CUM PCT : 17%

Good Standing

Spring 2016

Program Cos es River ,College

Plan : ~~ECE~~ - Site Supervisor Major



Sample

Required Reading Books for Class  
Course Materials List

Term:SPRING 16 Name:ECE 330 Section: 14606 Instructor:Doyle Course 10:14606 Location:  
COSUMNES FULL TIME

[REDACTED]

INFANCY



Sacramento.