



SJC Educational Reimbursement Program Employee Checklist



Please print, complete highlighted sections, and submit with your application.

Name: _____

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 **original** application and all required supporting documents to HR-Employee Development no later than **10 business days** after first official day of class.

AFTER SUBMISSION OF APPLICATION:

- Employee will receive an email notification from HR-Employee Development within 10 business days from the date the application was received. Your email notification will state what final documents are needed after completing your course and your submission deadline. Write your deadline date below for your own records.

NOTIFY STAFF DEVELOPMENT IF:

- Employee has not received any notification from HR-Employee 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 – document must include your full name
- ☐ Submit payment verifications – document must include your full name and payment method

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 or contact Employee Development at 209-953-7563.