

APPROVAL PROCESS FOR EDUCATIONAL ASSISTANCE FORMS OFFICE OF EDUCATION SERVICES

Note: The Educational Assistance program is a tool that allows managers and supervisors to support academic activities that directly relate to developing an organization's key competencies and, therefore, is a management program for workforce development. This program is not an employee benefit, right or entitlement.

The program provides reimbursement of approved academic costs if funds are available at the agency level. The program provides time off the job if the course is available only during working hours. Each State agency has responsibility for, and authority to, administer the program within the provisions of the statewide policy on educational assistance in a fair, consistent and equitable manner.

Maximum allowable reimbursement rates per course are determined on an annual basis.

During Fiscal Year 2008-2009, tuition at University of North Carolina institutions is 100% reimbursable.

There is a ceiling for reimbursement of tuition costs and a limit on reimbursable credit hours at non-UNC institutions. This ceiling may change from fiscal year to fiscal year. Information about the ceiling in any given year is available from the Human Resources Office and the Business Office and from the agency's Academic Assistance Coordinator. During Fiscal Year 2008-2009, the tuition ceiling for reimbursement **per course** for academic costs charged by colleges and universities other than the constituent institutions of the University of North Carolina for up to 5.9 semester credit hours in FY 2008-2009 is **\$1,159.01** for undergraduate courses and **\$1,993.23** for graduate courses.

Process

1. If academic assistance is available, the employee completes the application ([PD-136](#) or agency equivalent) ***prior to enrollment*** or in accordance with the agency schedule.
2. The employee forwards the completed form to the immediate supervisor for review and approval in the form of a signature on the form.
3. The employee or the supervisor forwards the form to the OES School/Program Director for approval by signature on the form or for disapproval. Any changes in the application or conditions of approval and whether the course is subject to withholding taxes or budgetary constraints should be stated.
4. The OES School/Program Director returns the form, approved or disapproved, to the employee.
5. The employee mails the original of the form to the Processing Assistant, OES Central Office, 2302 Mail Service Center, Raleigh, NC 27699.

6. The Processing Assistant reviews the forms and, if everything is in order, forwards it to the OES Academic Assistance Coordinator for signature and review.
7. The OES Academic Assistance Coordinator signs the form and sends it to Processing Assistant in the OES Central Office in Raleigh at 2302 Mail Service Center, Raleigh, 27699.
8. The Processing Assistant reviews the form and sends it to the OES Business Manager for review and approval by signature or for disapproval.
9. If the form is approved by the Business Manager, the Business Manager sends the form to the OES Superintendent for review and approval by signature or for disapproval. If the form is disapproved by the OES Business Manager, the Business Manager then forwards the form to the OES Superintendent (Division Director/Agency Head) for review and confirmation of the disapproval by the Business Manager.
10. If the OES Superintendent (Division Director/Agency Head) approves the form, the Superintendent sends the form to the Processing Assistant who returns the approved original form to the employee and sends a copy to the Agency Academic Assistance Coordinator. If the OES Superintendent disapproves the form, the Superintendent returns the form to the Processing Assistant who returns the disapproved original to the employee, keeps a file copy, and sends a copy to the Agency Academic Assistance Coordinator.
11. If the educational assistance request is approved, the employee completes the class and then submits the final course grade on an official transcript, along with registration receipts for the tuition, to the Agency Academic Assistance Coordinator. These documents are required for reimbursement.
12. When the Academic Assistance Coordinator receives the registration receipts and grade on an official transcript, the Academic Assistance Coordinator forwards the original of the transcript and tuition payment receipts to the OES Processing Assistant, who then sends them, along with a copy of the application form, to the OES Business Manager. The Business Manager then codes the application to the correct funding source and forwards it to the DHHS Controller's Office for payment.

It is suggested that the employee keep a copy of all documents for their files.