

# Employee Procedures

Employees should follow the steps in the table below to use the Tuition Reimbursement program.

Step	Action
1	Carefully review App State's Tuition Reimbursement Program <a href="#">policies</a> , process, and procedures to ensure your actions are compliant.
2	Meet with your manager to discuss the program/course(s) in which you wish to enroll to determine eligibility and the availability of department funds to cover the reimbursement.
3	Complete the <a href="#">Tuition Reimbursement Application</a> and send it to your manager for review and approval.
4	Monitor the status of your application in <a href="#">Dynamic Forms</a> (click <i>My Forms</i> at the top right) and follow-up with your manager as needed.
5	Register and pay for the preapproved course(s).
6	Within 30 days of completing the course, complete the <a href="#">Request for Tuition Reimbursement</a> . (Attachments required: approved Tuition Reimbursement Application, original receipt, and grades)
7	Document how you applied improved knowledge, skills, and abilities on the job in the Development Goal section of your self-appraisal in the Performance Management system.