



Procedure for 'Employee Tuition Assistance'

Payment for the tuition is paid directly from CMP to the institution

Employee completes *Tuition Assistance Form* with all the information stated below in the guidelines. The form is obtained from the Policies & Procedures binder in Section 5.

Under Auditing Guidelines

Teachers Responsibilities:

- Request a Pre-approval from Principal
- Obtain invoice or other documentation from the school (prior to payment) that indicates cost of class(s)
- Submit documentation with completed CMP forms to the Principal for final approval and signature.
- Principal will review and if approved give to campus AA

Admin Assistants:

- AA is to review that all paperwork is complete.
- AA will enter in APTA.
- Make 3 copies – (if not submitted by employee)
- Send original and 1 copy to bookkeeping (**Central Admin**)
- Keep 1 copy at campus

Once the paperwork arrives at **Central Admin**, it takes approximately 2 weeks for payment to be processed. All incomplete documentation will be returned to the campus and must be resubmitted when paperwork is complete.

Please have all documentation to your campus Administrative Assistant at your earliest time frame for prompt processing & payments.