**PROCESS FOR REIMBURSEMENT OF TUITION FEES, COSTS OF BOOKS AND MANDATORY EQUIPMENT**

**ELIGIBILITY**

Opting employees who have selected option C, the education allowance, may receive an amount varying from $7,000 to $11,000 depending on the applicable Workforce Adjustment agreement, for reimbursement of receipted expenses for tuition from a recognized learning institution and cost of books and mandatory equipment.

*Employees are encouraged to discuss potential reimbursement requests with their manager and to confirm approval* ***prior*** *to making financial commitments.*

**PROCESS**

Employees will need to pay their education expenses up front and then submit their receipts in order to get reimbursed. As an education expense is a taxable benefit, income tax will be deducted “at source”.

The Department will reimburse costs in the following manner:

***STEP (1) –*** Employee to gather required receipts and complete form [FIN2865B – Requisition for payment](http://forms-formulaires.prv/eform99/index.cfm?App=Launch&FormID=1330&GroupID=142&LANG=E).

The following fields are to be completed with these financial codes: Fund [B003]; General Ledger (GL) [533402].

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***STEP (2) –*** Employee’s manager to approve the request by signing Section 34 under the *Financial Administration Act (FAA).* The delegated financial authority is responsible to certify that the expenses claimed are related to the applicable Workforce Adjustment agreement. A copy of approved request to be provided to the employee for their records.

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***STEP (3) –*** Employee tosend the signed (and approved) request, along with all of the **original receipts**, to [Compensation Services](http://iservice.prv/eng/hr/cb/contact_us/regional_comp_services.shtml) for processing.

For more information about the WFA Education Allowance, consult the Frequently Asked Questions on the [Workforce Management Strategy](http://iservice.prv/eng/hr/wms/faq/faq_workforce_adjust.shtml#qa) and [Compensation and Benefits](http://iservice.prv/eng/hr/cb/topics/wfa/index.shtml#EducationAllowance) intranet sites.