

New Tuition Reimbursement Procedure

College Credit Course Reimbursement:

Under new contract language, there are three, 1-month submission periods during each year, one in each semester: Fall, Spring and Summer. **During this period**, Randee Eastman will accept all of your tuition, books and fees for classes that will **end in that semester**.

Fall	September 1 – December 31	Submission Period	November 1 – November 30
Spring	January 1 – April 30	Submission Period	March 1 – March 31
Summer	May 1 – August 31	Submission Period	July 1 – July 31

After the submission period closes, Randee will allot money per the contract and then you will receive your allotted reimbursement. With your submission you must turn in:

- **Completed TFD Tuition Reimbursement Application found on the TFD website**
- **Receipts for any tuition, books or fees for which you are requesting reimbursement**

After completing your course, **within 30 Days** of the end of the Semester period, you must provide proof of passing with a “C” or better to Randee, or you will have to repay the reimbursement for the costs of that course.

Certification Course Reimbursement:

To receive reimbursement for certifications that are FFP courses or are job specific courses that have been approved by the Fire Chief, **within 90 days** of having completed the course, submit the following to the Local 2339 Treasurer (Captains/Chiefs submit these to Randee Eastman):

- **Completed and Signed TFD Tuition Reimbursement Application on the Local 2339 Website under Downloads**
- **Receipts for approved course and/or books**
- **Proof of Successful Completion**

Funds will be reimbursed **up to \$250** per eligible course on a first come first serve basis.