



Application for Reimbursement

The State of Ohio recognizes that benefits accrue to State employees through their participation in continuing education activities, including job-related conferences, seminars, and workshops, as well as enrollment in educational programs.

This job aid will help you complete your application for tuition reimbursement with the Employee Development Funds (EDF) program ***when you have pre-approval.***

Completing the Application Form

Access the [Tuition Reimbursement Application](#) from the EDF page on the DAS website. The application must be completed, including all necessary signatures, or it will be returned to you.

Enter information on the application as shown on the following page:



Your application will be rejected if you do not complete the required fields for yourself and the course or event.

Indicate if you are exempt, or to which bargaining unit you belong.

SUBMIT BY EMAIL

Please Note: Your application will not be processed unless all information is completed.

APPLICATION FOR TUITION / EVENT REIMBURSEMENT

Check One: Exempt FOP OSTA SCOPE OEA SEIU 1199

APPLICATION INFORMATION

Form fields for Application Information: Last Name, First Name, Date, Agency, Work E-mail, Work Phone, Alternate Phone, Home Address, City, State, ZIP

The choices in the Type of Course box are:
• Graduate
• Undergraduate

COLLEGE/SCHOOL & COURSE INFORMATION

Form fields for College/School & Course Information: College/School Name, Degree Type (Associate, Bachelor, Graduate, Doctoral, Continuing Ed.), Course Type (dropdown), Course No., Course Name, Start Date, End Date, Credit Hours, Cost Per Credit Hour, Book Fees, Lab Fees, Course Total Cost

Check one box only

Use one application for each request. Indicate if this application is for a tuition or event reimbursement, and fill out (only) that section.

The choices in the Type of Event box are:
• Computer/technical
• Conference
• Seminar/Workshop
• MAPS

EVENT INFORMATION

Form fields for Event Information: Event Provider, Type of Event (dropdown), Course Name, Event Start Date, Event End Date, Event City, Event State

** FOP, OSTA 1 & 15 Members Only: If the event, seminar, workshop or conference is NOT job-related, it must be approved by management to receive reimbursement. Your manager must submit this application by his/ her e-mail to indicate approval.

Enter manager's name: _____

Event Cost \$ _____

For FOP, OSTA 1 & 15: if the event is NOT job-related, you must have a signature indicating management approval. See the special instructions on the next page.

In order to receive reimbursement, the following information must be forwarded electronically:

For Seminars: Proof of payment, Proof of attendance/certificate, Brochure or description of seminar
For Tuition: Proof of payment/book invoice showing charges, Final grade

I certify and agree that my participation in this program is to further my professional development as an employee of the State of Ohio, and courses taken will relate to any of the major job classifications currently used in the State of Ohio. My electronic signature below indicates that the information contained in this application is correct, to the best of my knowledge, and I agree to the terms outlined in the

Employee ID is the 8-digit number you use to view your paycheck on OAKS.

Employee ID

Date



Special Instructions for FOP & OSTA Events:

If your chosen event is not job-related, you must have your manager enter his/her name in the **FOP, OSTA 1 & 15 box near the bottom of the page then as an indication of approval.

**** FOP, OSTA 1 & 15 Members Only:** If the event, seminar, workshop or conference is NOT job-related, it must be approved by management to receive reimbursement. Your manager must submit this application by his/her e-mail to indicate approval.

Enter manager's name: _____

Submit the application through his/her email to indicate approval.

**If the event is related to your job, you do not need a management signature on the application.

Submitting the Application

The application form, receipts, and any other necessary attachments are to be

- E-mailed to EDFunds@das.ohio.gov.
- Or faxed to 614.728.3710.

You will receive a notice of approval within seven business days.

For more information about the tuition reimbursement program, contact the Office of Learning and Professional Development at EDFunds@das.ohio.gov or calling 614.387.6183.