**WHAT COURSES ARE ELIGIBLE?**
- College level courses taken in any subject matter for course credit at a federally accredited college or university (To ensure your school is federally accredited, please visit the Department of Education web site: [http://ope.ed.gov/accreditation/Search.aspx](http://ope.ed.gov/accreditation/Search.aspx).)
- CDA Prep courses taken either for course credit at a federally accredited college or university or for Continuing Education Units (CEU’s) at an institution endorsed by the Council for Professional Recognition. (To check eligibility of CDA Prep courses taken for CEU’s, please visit the CDA Council’s National Directory: [http://www.cdacouncil.org](http://www.cdacouncil.org).)

Please Note: Rasmussen direct-bill courses count towards employee’s yearly allotment.

**WHAT EXPENSES WILL BE REIMBURSED?**
- Eligible expenses include tuition, required books, and fees directly related to the course (i.e. lab and/or technology fees).

**WHAT COURSES AND EXPENSES ARE NOT ELIGIBLE?**
- Courses that are necessary to meet state licensing requirements, and/or ensure that your site is in compliance with all applicable state laws and regulations, but that are not taken for course credit at a federally accredited college or university. This may include CPR, first aid, nutrition classes, etc.
- A course taken to obtain or retain state certification.
- Seminars and training taken for continuing education credits or units (CEU’s).
- Professional certification programs.
- An exam preparation course, such as for a CPA exam.
- Courses that your supervisor requires you to take that are not taken for course credit (i.e. sign language class to accommodate a deaf child in the classroom).
- Attendance at professional seminars and/or meetings, such as NAEYC, that your supervisor requires you to attend.
- Expenses covered by state or federal agencies, grants, scholarships, etc. are not eligible for reimbursement.
- Miscellaneous college and university fees not directly associated with taking a specific course, including but not limited to, parking, student health, recreation, taxes and shipping costs for books, and student services fees are not eligible for reimbursement.
- Courses involving sports, games or hobbies
- Expenses related to payment for tools or supplies which may be retained by the employee after completion of a course.

**WHAT ARE THE SUBMISSION REQUIREMENTS?**
- WHEN YOU HAVE FINISHED YOUR COURSE and received your grades, complete the Education Assistance Application. Note: We must receive your application within 90 days of any and all course end dates.
- An eligible course must be successfully completed with a grade of “C” or better, or “Pass” if not graded. A grade of “C-” is not a “C”.
- Fill out the Education Assistance Checklist to make sure you have all documentation needed.

**HOW ARE APPLICATIONS SUBMITTED?**
- Fax completed application with supporting documentation to 503-872-1753 OR email to benefit@kc-education.com. If you fax your application, please also send an email to benefit@kc-education.com to confirm receipt of your fax. **Do not highlight any portion of your documentation! Highlighted segments come through blackened out.** Upon approval, you will receive any eligible reimbursement amount on one of your regular paychecks. No benefit premiums or taxes will be deducted from your reimbursement unless state law requires otherwise.

If you have any questions about the Education Assistance Plan, contact the Benefits Department at 1-888-525-2472 (option 3) or by email at benefit@kc-education.com.
Complete the checklist below to ensure you are submitting all the documentation needed to successfully process your request. Submitting a completed application improves our ability to review your request – and you get reimbursed faster!

☐ Your completed Education Assistance Application.
  
  - Employee Information – Your personal information determines employee eligibility.
  - School and Course Information – This information determines reimbursement eligibility. Include school name, type of degree program, course names, specific course start and end dates, grades, tuition amount, and book costs.
  - Signature – Your signature confirms that you have received and read “The Plan,” that you have completed “The Checklist,” and that you are aware of eligibility requirements.

☐ Your grades.
  Include a copy of your final letter grades that indicates courses were taken for course credit. Please note that you must receive a “C” or better to receive reimbursement.

☐ A bill from your school showing tuition separate from other fees
  -OR- cost per credit hour.
  Submit documentation showing tuition separate from other fees. Some fees are eligible to be reimbursed while others are not. If your school does not break down tuition by course or show tuition separate from other fees, please include your cost per credit hour.

☐ Method of payment for tuition.
  We need to see how you paid for your courses. Examples of payment type include: cash, credit card, check, loan and grant. Please note that grants or other scholarships are not eligible for reimbursement.

☐ Receipt for books.
  Your book receipt should show the cost of each book separate from taxes and shipping fees. Taxes and shipping fees are not eligible for reimbursement.

☐ CDA Prep Course Program Details
  (Only for employees completing a CDA Prep Course Program for CEU’s).
  Include documentation from your school indicating that your courses are part of a CDA Prep program.
The Education Assistance Allotment for each employee expires at the end of the year and gets renewed on January 1st for the new year. To maximize your allotment for the current year, you must complete and submit Education Assistance applications and documentation no later than December 31st. All requests received on or after January 1st is reviewed against the new calendar year maximum. Please note, the year allotment is based on the date your application is received by the Benefits Department.

1. EMPLOYEE INFORMATION (required)

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<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE NUMBER (required)</th>
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2. COURSE AND SCHOOL INFORMATION (required)

Name of School or Institution: ____________________________

Type of Degree: ☐ CDA Prep ☐ Associates ☐ Bachelors ☐ Masters ☐ Other: ____________________________

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<tr>
<th>COURSE TITLE/S</th>
<th>CLASS START DATE/S</th>
<th>CLASS END DATE/S</th>
<th>GRADE/S</th>
<th>TUITION &amp; PER COURSE</th>
<th>LAB/TECH FEES</th>
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Total Amount of Request (please see annual maximum reimbursement amounts) $_________ 

3. IMPORTANT INFORMATION (required)

- Submit your completed application and all required documentation within 90 calendar days of the course end date(s) to: KCE Education Assistance Plan * Benefits Department * Fax: 1.503.872.1753 or Email: benefit@kc-education.com.
- Do not highlight any portion of your documentation! Highlighted segments come through blackened out.
- Expenses paid will count towards the calendar year maximum based on the date your completed application is received.
- The direct-bill CDA program utilizes Education Assistance funds and may exhaust your yearly maximum Education Assistance allotment.
- For any CDA Fees to be paid to the Council for Professional Recognition, please use the CDA Fee Assistance Authorization Letter, available on www.KUbenefits.com.

4. SIGNATURES (required)

I certify that I have read the terms of the Education Assistance Plan (“the Plan”) and believe the indicated expenses are eligible for reimbursement under the terms of the Plan. I affirm that my decision to enroll and incur these costs was initiated by me. I understand that I am responsible for understanding the terms and conditions of the Plan prior to enrolling in classes or incurring any costs. I understand that this reimbursement request is subject to my eligibility and the limitations and requirements outlined in the Plan and Checklist. By signing this I certify that I have completed the Checklist and understand it is the responsibility of the employee to submit required documents for reimbursement.

EMPLOYEE SIGNATURE (required) ____________________________

DATE ____________

If you have any questions about the Education Assistance Plan, contact the Benefits Department at 1-888-525-2472 (option 3) or by email at benefit@kc-education.com.