



Tuition Reimbursement FAQ

Below are some commonly asked questions regarding LABBB's tuition reimbursement program available to all Unit A & Unit B employees.

1. How much can I be reimbursed?
 - a. LABBB allocates \$10,500 per year for Unit A staff and \$3,500 per year for Unit B staff to submit for tuition reimbursement. Employees are eligible to receive up to \$500 per course using the below criteria.
2. When can I be reimbursed?
 - a. Employees may submit for reimbursement after they have completed their course(s). Employees are eligible to receive reimbursement for one (1) course per year prior to June 1st until the allocated amount is reached. After June 1st, LABBB's Finance Team will notify staff if there is funding remaining at which point staff may submit for any courses taken that year which haven't been reimbursed yet.
 - i. Ex: If you take 1 course in Fall 2018 & 1 course in Spring 2019, you can submit for the Fall 2018 course reimbursement once you receive your grade. If there is funding remaining after June 1st, you may submit for the Spring 2019 reimbursement up to \$500.
3. If my first course costs \$300 and my second course costs \$200, can I submit both at the same time?
 - a. No, employees can only be reimbursed for one course prior to June 1st each year.
4. How do I get reimbursed?
 - a. Prior to registering for a course, you MUST discuss the course(s) with your Program Director so it can be determined if your course selections are relevant to your position with LABBB. Once you have completed the course, you need to submit a Tuition Reimbursement Form which can be found on our [LABBB Staff Forms](#) page and the following documents:
 - i. course syllabus,
 - ii. an unofficial transcript or report from your college/university showing the grade you received,
 - iii. proof of payment for the course.
 - b. After you've attached the necessary documents, submit it to you Program Director who will sign the Form and give it to Patric Barbieri, Executive Director, for evaluation and his signature prior to payment. All reimbursements are processed via payroll.
5. What if I have other questions?
 - a. If you have any other questions, please don't hesitate reaching out to your Program Director or Dianne Busa (dbusa@labbb.net), Executive Assistant.