



NASSAU COUNTY SHERIFF'S CORRECTION OFFICERS BENEVOLENT ASSOCIATION COURSE REIMBURSEMENT FUND

The goal of the Correction Officers Benevolent Association is to promote the educational advancement of its members. The Course Reimbursement Fund has been established to enable members to apply and receive tuition reimbursement up to 50% of tuition paid for undergraduate and graduate courses taken at an accredited college, provided the member receives a grade of at least C+. An accredited college is defined as an institution that is listed in the 2008 Higher Education Directory, published by Higher Education Publications, Inc (www.hepinc.com). The course reimbursement shall be for tuition only. All other expenses shall be the responsibility of the member.

The total amount available for Course Reimbursement per year shall be as follows:

2008: \$62,500.00
2009: \$75,000.00
2010: \$87,500.00
2011: \$100,000.00
2012: \$100,000.00
Every Year Thereafter: \$100,000.00

Funds not used in any given year shall be rolled over into the following year.

The maximum amount of course reimbursement available per member shall be **up to 50% of paid tuition**. The dollar amount per member is to be determined by the number of applicants eligible for reimbursement for that fiscal year.

The following procedures shall be followed to **APPLY** for Course Reimbursement:

- 1) **Member** registers at an accredited college for undergraduate or graduate courses.
- 2) **Member** pays applicable tuition and receives bursar receipt for tuition paid or registration confirmation.
- 3) **Member** prepares *COBA Course Reimbursement Form* for each semester.
- 4) Within 30 days of accepted enrollment, the **member submits** the following to the Correction Officers Benevolent Association Office:
 - a) completed Course Reimbursement Form
 - b) a copy of the bursar receipt for tuition paid or registration confirmation
- 5) The **Correction Officers Benevolent Association** receives the above named documentation from member applying for course reimbursement, and determines if the following criteria have been met:
 - a) enrollment is at an accredited college, and
 - b) courses are for undergraduate or graduate study
- 6) If the criteria *have been met*, the Correction Officers Benevolent Association shall log the applicant in the Course Reimbursement log book, and issues a control number.
- 7) If the criteria *have not been met*, the **Correction Officers Benevolent Association** shall return paperwork to member noting reason for denial. (End of Procedure)
- 8) The **Correction Officers Benevolent Association** forwards County form, *Form NIFS560-County of Nassau Claim Voucher*, to member.



The following procedures shall be followed to be **REIMBURSED** for Course Reimbursement:

- 1) **Member** completes and signs County form, *Form NIFS560- County of Nassau Claim Voucher*, in claimant certification box.
- 2) **Member** forwards the following to the Correction Officers Benevolent Association within 30 days of completion of course and receipt of transcript:
 - a. copy of bursar receipt for tuition paid
 - b. copy of transcript indicating a grade of at least C+ for each course. Courses that are offered on pass-fail basis only, must receive a “pass” grade.
 - c. the County form, *Form NIFS560- County of Nassau Claim Voucher*

NOTE: All paperwork must be submitted to the Correction Officers Benevolent Association prior to January 31st of ensuing calendar year.

- 3) The **Correction Officers Benevolent Association** shall review the documents listed above (Step #2) and determine if member is eligible for reimbursement. If a member does not receive a grade of at least C+ for each course, the member is notified of those courses ineligible for reimbursement, and the amount of the member’s claim for reimbursement is recalculated.
- 4) The **Correction Officers Benevolent Association** tallies all requests for the calendar year and determines the amount of reimbursement due per member.

NOTE: All requests will be tallied after January 31st for the previous calendar year.

- 5) The **Correction Officers Benevolent Association** records the amount to be reimbursed on member’s County form, *Form NIFS560- County of Nassau Claim Voucher*.
- 6) The **President of the Correction Officers Benevolent Association**, or his designee, shall review all paperwork, and sign the County form, *Form NIFS560- County of Nassau Claim Voucher*, if complete.
- 7) The **Correction Officers Benevolent Association** submits the following forms to the Nassau County Comptroller’s Office for reimbursement for each member:
 - a. the County form, *Form NIFS560- County of Nassau Claim Voucher*
 - b. copy of bursars receipt for tuition paid
 - c. copy of transcript indicating grade of at least C+
- 8) The *Form NIFS560-County of Nassau Claim Voucher* shall be reviewed and approved by the Comptroller’s Claims Department. The Claims Auditor shall then forward the approved Voucher to Payroll for payment.
- 9) The **Nassau County Comptrollers Office** shall pay the reimbursed members, through the payroll system, **within 60 days** of forms being submitted to their Office. All amounts paid up to \$5250 are exempt from taxes and shall be paid without any withholding. Any amount above \$5250 in a calendar year is a taxable fringe benefit and will have taxes withheld.