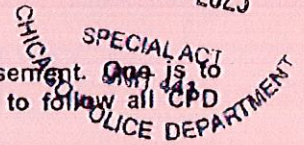


GUIDELINES FOR APPLYING FOR TUITION REIMBURSEMENT
DePaul University – Chicago Police Department
Procedures to be used during Covid-19 "Social Distancing"
For Use with Updated Department Directives effective December 2021



MAR 15 2023



Remember that there are two tracks to registering for class at DePaul with tuition reimbursement. One is to complete all DePaul required forms and timelines for program application, and the other is to follow all required forms and timelines for tuition reimbursement application and approval.

1. Complete registration for class(es) for the term at DePaul – **no more than 2 classes per term**.
2. Locate the "Department Directives" tab on The Wire. Click on the tab to bring up the Department Directives home page.
3. In the box on the left of the screen, locate the third bullet point down, "Employee Resource" and click it.
4. On the list that follows, click "07 – Benefits." Under "Benefits" click the second item, "City of Chicago Tuition Reimbursement Program and Verification of Academic Credentials," Employee Resource E07-02.
5. Click on "export to PDF" at the top. Open the tab at the bottom of the screen, "open when done."
6. Print all 8 pages of the document **E07-02** and review carefully for policy and procedures for all levels of personnel. Refer to the bottom of page 4, Section IV, Procedures, A.1. In this paragraph note the link to the Tuition Reimbursement application formset, CPD-62.350 (four pages; complete and submit all four pages). Click on this link; it may take a few seconds to download the four forms of the application. These forms are fillable forms on the computer, you can fill them in on the computer and print out for supervisory approval or print out and fill in manually and submit to supervisor.

Note that reimbursement rates may vary by personnel title (e.g., police officer, sergeant, lieutenant, captain and civilian). These have been determined by collective bargaining agreements. Exempt members are ineligible for tuition reimbursement.

7. Note that reimbursement rates may differ between graduate and nongraduate programs for FOP members. Information needed on the forms for course number and title, credits, dates and tuition cost should be obtained in advance from DePaul before submitting the forms for approval.
8. When the forms are completed submit to supervisors for approval; be sure that the approval box from the Exempt Supervisor is checked "yes" before submitting to CPD Human Resources.
9. When the four forms are completed scan and email to: tuition.reimbursement@chicagopolice.org (no in-person delivery due to social distancing). Be sure to keep copies of all documents for yourself.
10. All tuition reimbursement documents must be submitted within 30 days of the beginning of class. If there are any changes to your class or class schedule you must notify Tuition Reimbursement before the end of class. You must do this every term for every class(es) taken.
11. **Remember that you are obligated to two years' service to the City following the completion of all reimbursed classes or you will have to repay the reimbursement.**
12. If you have any questions about tuition reimbursement, contact Catherine Grochowski Kranz at catherine.grochowski@chicagopolice.org or (312) 746-8310 ext. 115.