



West Virginia Department of Transportation Educational Expense Reimbursement (EER) Program

To go forward, you sometimes have to go back...to school.



The Educational Expense Reimbursement Program promotes the continued education of our staff by reimbursing college tuition up to \$1,400 for undergraduate studies and up to \$1,800 for graduate studies per semester. An employee may apply for reimbursement up to four (4) semesters per year. To qualify for participation in the program, the college of choice must be state or nationally accredited.

The following are highlights of the program:

- The program is limited to permanent, full-time employees.
- You may request reimbursement for up to 6 credit hours per semester.
- Course(s) must be in a field that is related to degree programs that qualify you for a WVDOT job classification.
- Your immediate supervisor must sign the application and submit an initial letter of justification for your receiving educational reimbursement.
- You must submit a brief letter of justification stating how this course/degree will benefit your work in the West Virginia Department of Transportation.
- The WVDOT Training and Development Unit will send you a contract/agreement stating your agreement to work for WVDOT for 1 month for every credit hour we reimburse (or as determined by the Committee if not ordinary college credit hours).

- If you leave the WVDOT prior to completing your agreed-upon time of service, you must arrange a repayment plan with the Finance Division’s Accounts Receivable section.
- Eligible expenses in the program are limited to routine enrollment costs including tuition and related academic or lab fees. You will not be reimbursed for fees that include parking, student identification cards, books or materials that lead to certification or licensing, and tutorials or review classes for license/certification exams.
- You must earn a “C” grade or better in undergraduate classes or a “B” or better in graduate classes to receive reimbursement. If the course is pass or fail, you must pass.
- You must submit your application for reimbursement by the last date of the semester in which you are attending class to be considered for reimbursement.

General Information Regarding the Paperwork Process

Application (WVDOT A-1)

- You must first complete and submit your application (WVDOT A-1) to your immediate supervisor for approval.
- Your supervisor signs the application, writes a letter of justification for your participation in the program (for the initial application only) and returns both to you.
- You should make copies for your records and another set of copies of all EERP documents which you will send to your district/division Training Coordinator.
- You send the completed original application, your letter of justification, and your supervisor’s letter of justification to the following address:

**WVDOT/DOH Training and Development Unit
1900 Kanawha Blvd., E., Bldg. 5, Room A-949
Charleston, WV 25305**

Reimbursement Agreement (WVDOT A-2)

- Application is considered, and upon approval, a Reimbursement Agreement is prepared in the WVDOT Training and Development Unit and sent to the Secretary for signature
- The original Reimbursement Agreement will then be sent to you for your notarized signature
- After signing, make a copy for yourself, then send the original Reimbursement Agreement to WVDOT Training and Development Unit, and send a copy to your immediate supervisor.

Educational Expense Payment Request Form (WVDOT A-3)

- When you successfully complete your class, you request reimbursement payment by sending the following **original** documents to the WVDOT/DOH Training Unit:
 1. A signed WVDOT A-3 Request for Reimbursement
 2. A copy of your final grade(s) on official school letterhead
- Attach a receipt of payment to the Educational Expense Payment Request Form (WVDOT A-3), a copy of your grade(s) and a copy of your fully executed contract
- Reimbursement will then be processed

