

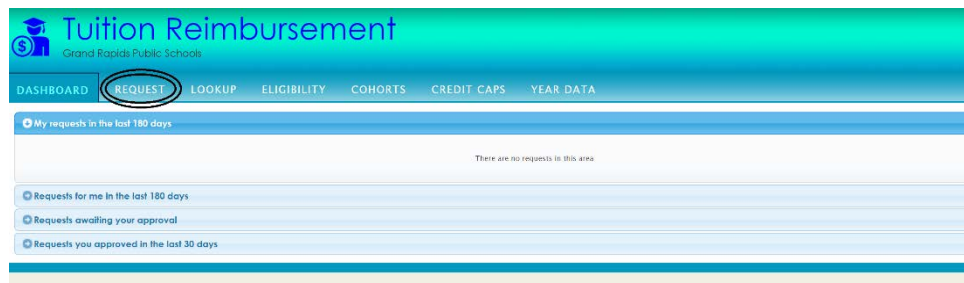
INSTRUCTIONS ON HOW TO SUBMIT A COURSE APPROVAL ONLINE

1. Go to the tuition website <https://tuition.grps.org>.
2. Log into the tuition website using the same username and password you would use to log into your GRPS computer.



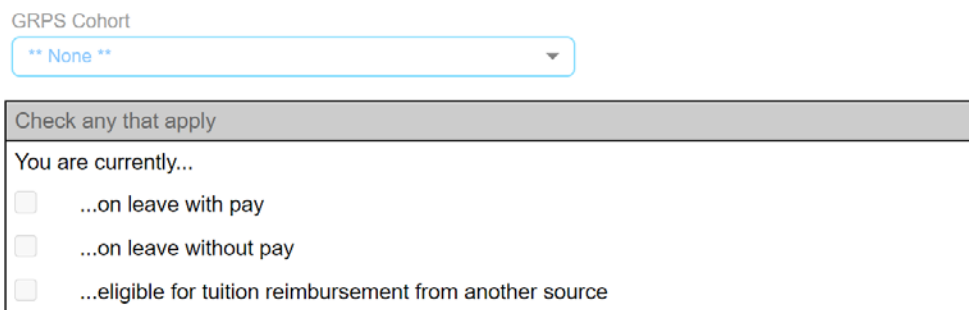
The screenshot shows the login page for Tuition Reimbursement. At the top, there is a blue header with the text "Tuition Reimbursement" and "Grand Rapids Public Schools" below it. A "LOGIN" button is on the left. In the center, there are two input fields labeled "Username" and "Password", with a "Login" button below them.

3. To submit a request, click on the request tab located at the top left of the screen.



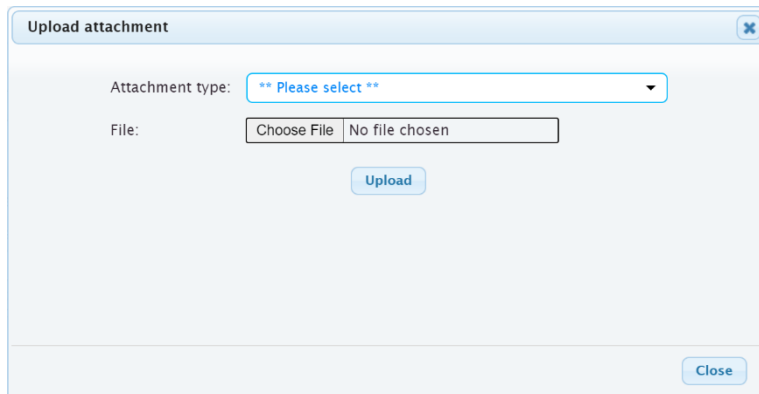
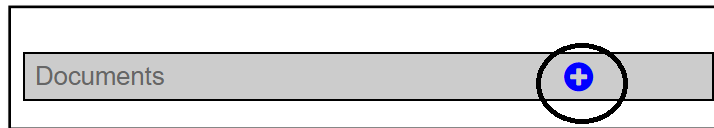
The screenshot shows the dashboard after logging in. The "REQUEST" tab is selected and circled in red. The dashboard has a blue header with "Tuition Reimbursement" and "Grand Rapids Public Schools". Below the header is a navigation menu with "DASHBOARD", "REQUEST", "LOOKUP", "ELIGIBILITY", "COHORTS", "CREDIT CAPS", and "YEAR DATA". The main content area shows "My requests in the last 180 days" with a message "There are no requests in this area". Below this are three sections: "Requests for me in the last 180 days", "Requests awaiting your approval", and "Requests you approved in the last 30 days".

4. Once you have opened the request tab please fill in the following:
 - a. Applicant Name
 - b. Contact Phone Number
 - c. Click Course or Workshop
 - d. Course
 - e. Course Begin
 - f. Course End
 - g. Educational Institution
 - h. Credits
 - i. Classification (Undergrad, Graduate, or Doctoral)
 - j. GRPS Cohort – Those in the Davenport or Grand Valley TESOL programs, select name of the cohort found in the drop down. All others select none.
 - k. "Check Any That Apply" box – check the boxes that apply to you. Do not check anything if none of the statements apply to you.



The screenshot shows a "GRPS Cohort" dropdown menu with the option "** None **" selected. Below it is a section titled "Check any that apply" with a grey header. Underneath, there is a section "You are currently..." with three checkboxes: "...on leave with pay", "...on leave without pay", and "...eligible for tuition reimbursement from another source".

- l. "Documents" – you only need to upload documents if you are requesting reimbursement for taking a workshop.



- i. If you are taking a workshop, you must upload the documentation that states how many CEUs/Term Hours/SCECH.
 1. To upload the document:
 - a. Click the Plus button in the right of the Documents box.
 - b. A box labeled "Upload Attachment" will appear on your screen.
 - c. For "Attachment Type" click the drop down and select what type of document you are trying to upload.
 - d. Once you have selected the type of document, click "Choose File" to select the PDF.
 - e. Once you have attached the document, click "Upload."
 - f. When it says, "Attachment Uploaded" click "Close."
 - ii. If you are taking a workshop and do not upload the documentation needed, the website will not let you submit the application.
- m. Fill out the "How is this course related to your present assignment at GRPS?"

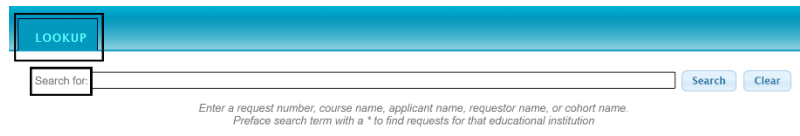
A rectangular text input field with a thin border. The text "How is this course related to your present assignment at GRPS?" is written in a small font at the top left of the field.

5. Click "Save Changes."
6. Click "Submit Request."
 - a. If an error occurs, please read it carefully as it will tell you what the issue is or what it is missing.
7. The Dashboard will then appear from your home page giving you the status of the request you have submitted.
8. You will receive an email whether your course is approved or denied.

INSTRUCTIONS ON HOW TO RECEIVE PAYMENT FOR APPROVED COURSE ONLINE

Once you have completed the course/workshop and received your grades and you have paid for your course, you can move forward in the tuition reimbursement process.

1. Go to the tuition website <https://tuition.grps.org>.
2. Log into the tuition website using the same username and password you would use to log into your GRPS computer.
3. Click on the approved course on your dashboard.
 - a. If you previously submitted a course approval before we went online, you can look for the course by clicking the LOOKUP tab at the top of the screen.



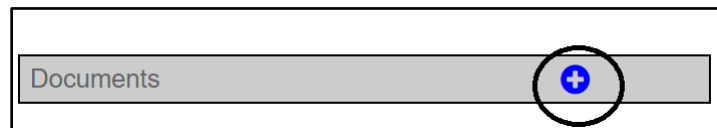
- b. In the box that says "Search" look up the course.
- c. Click on the eyeglass symbol to the left of the request number.



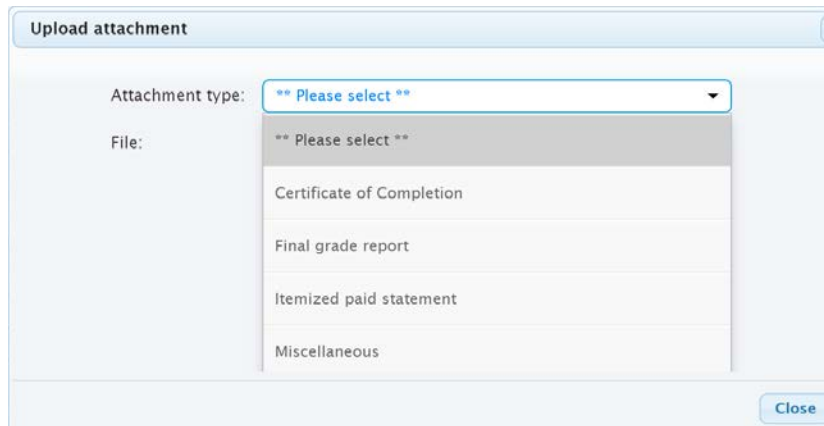
Request#	Applicant	Course Name	Course Dates	Status	Approval Status	Submitted	Pay Date
2004	11X 660		04/09/2021-04/12/2021	Approved		04/01/2021	not yet scheduled

- d. If you hover over the symbol, it will say "View Request."

4. You will only be able to adjust "Documents" and "Total Tuition Paid."
5. Click the "Plus" button in the right of the "Documents" box.



6. A box labeled "Upload Attachment" will appear.
7. Where it says "Attachment Type" click the drop down and select what type of document you are trying to upload.
 - a. For a **course reimbursement**, you are required to upload:
 - i. Final Grade Report
 - ii. Itemized Paid Statement
 - b. For a **workshop reimbursement**, you are required to upload:
 - i. Certificate of Completion
 - ii. Itemized Paid Statement



8. Click "Choose File" to select the PDF.
9. After you have attached the document, click "Upload."
10. When it says, "Attachment Uploaded" click "Close."
11. Repeat steps 6-11 until all the needed documentation is uploaded to the request page.
 - a. If you do not upload all the documentation, the website will not let you submit the application for tuition reimbursement.
 - b. You will be notified via email if the documents are rejected and given a chance to resubmit the documentation.
12. In "Total tuition paid" box, enter the amount of tuition that you paid.

Check any that apply

You are currently...

...on leave with pay

...on leave without pay

...eligible for tuition reimbursement from another source

Documents

Final grade report

Itemized paid statement

How is this course related to your present assignment at GRPS?

Example 1

Total tuition paid 1,479.00

Save changes Cancel this request

13. Click "Save changes."
14. Click "Finalize request."