



GUIDELINES FOR APPLYING FOR TUITION REIMBURSEMENT
DePaul University – Chicago Police Department
Procedures to be used during CoVID-19 "Social Distancing"

1. Complete registration for class(es) for the term at DePaul – no more than 2 classes per term.
2. Print and review the CPD Directive on the Tuition Reimbursement Program from the online directives: **EMPLOYEE RESOURCE E07-02**
CITY OF CHICAGO TUITION REIMBURSEMENT PROGRAM AND VERIFICATION OF ACADEMIC CREDENTIALS (8 pages).
3. Go to the link on the top of page 5 of 8 to print out the forms, **CPD-62.350**. This is a set of four forms which must be completed and submitted to Human Resources Division within 30 days of the start of each class. The four forms are:
 - A. *Tuition Reimbursement Application*
 - B. *Release of Financial Aid Information*
 - C. *City of Chicago Tuition Reimbursement Program Notice of Tuition Repayment Requirements*
 - D. *Tuition Reimbursement Program Application Receipt*
4. If unable to print the forms from the Directive, go to the following link for the forms:
<http://thewire.chicagopolice.org/thewire/wp-content/uploads/HR-Tuition-Reimbursement-Application.pdf>
5. Due to the need for safe "social distancing," the normal requirement for in-person submission of tuition reimbursement forms at CPD Human Resources Division is **temporarily suspended**.
6. Please email any and all documentation (Tuition Reimbursement Applications [62.350], transcripts, grades, and billing statements) to the CPD email address at tuition.reimbursement@chicagopolice.org until further notice.
7. Complete the application and send to tuition.reimbursement@chicagopolice.org if there are ANY changes to your classes or class schedule you must notify Tuition Reimbursement before the end of class. If your university is closed during this time due to the CoVID-19 virus, we will honor grades and billing after the 45 day deadline due to unforeseen circumstances if necessary.