

APPENDIX O. CREDIT/CECH TUITION REIMBURSEMENT FORM

Tuition reimbursement up to \$400 annually shall be made by the District for the successful completion of academic classes subject to the following provisions:

- **Qualifications:** Employees who have **continuing education courses required for certification.**
- **Prior Approval:** Submit the Credit Approval/Tuition Reimbursement Form prior to taking the course.
- **Upon Completion:** You must submit:
 1. Copy of Prior Approval
 2. Receipt or proof of payment
 3. Transcript or grade report
 4. Tuition Reimbursement Request
- **Reimbursement:** Complete paperwork received before the end of the month, will be reimbursed by the 10th of the following month.

Name _____ Date _____

College/Sponsoring Provider _____

Date(s) of Attendance _____

Course Completed _____

Hours Earned _____ Circle one: CECH/Quarter/Semester

Total Tuition Cost \$ _____

This is to certify that:

1. I qualify for tuition reimbursement as outlined in the Collective Bargaining Agreement.
2. I received prior approval as indicated by the "Credit Approval/Tuition Reimbursement" form previously submitted.
3. I have submitted all required paperwork to complete this transaction.
4. I request reimbursement for the cost of tuition.

My total tuition cost will exceed \$400. Please include me in the tuition reimbursement pool. I recognize that my total tuition reimbursement shall not exceed a total of \$1000 for any calendar year. I also recognize that I may not receive any additional tuition reimbursement based on the amount remaining in the tuition reimbursement pool. (effective 2005-2006 school year) _____ (please initial)

Signature _____

Date _____