

Regional School District No. 17
Request for Tuition Reimbursement
Fiscal Year 2011-2012

Tuition Reimbursement is part of the HKEA contract language for the contract period of July 1, 2011 through June 30, 2014. In order to be eligible for Tuition Reimbursement in the 2011/2012 fiscal year, the class must have been taken between July 1, 2011 and June 30, 2012.

A class taken prior to July 1, 2011 is not eligible for tuition reimbursement. Classes in session on 7/1/11 and completed during the 11/12 fiscal year are eligible for reimbursement.

You must complete a Tuition Reimbursement form for each separate course.

*In order to be considered for Tuition Reimbursement you must submit this completed form to the Superintendent's Office no later than **June 1, 2012.***

If your grade is not available by June 1, 2012 the completed form with all required attachments must still be submitted to the Superintendent's Office. You will need to submit your grade to the Superintendent's Office upon receipt so that the Tuition Reimbursement can be processed.

Per the Contract:

Teachers shall be eligible for reimbursement in the amount of up to \$1,000 per course. However, if requests for reimbursement exceed the annual budget, the amount distributed shall be divided equally per course among all teachers who have requested reimbursement.

Each course must be approved in advance by the Superintendent to be eligible for reimbursement.

Receipt of course reimbursement shall occur after course completion and requires attainment of a grade of B- or better.

DATE

SIGNATURE

Please fill out the reverse side of this form and attach all required documentation in order to apply for Tuition Reimbursement.

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NAME

COURSE

COLLEGE or
UNIVERSITY

DATES TAKEN

TUITION COST

Supporting Documentation Attached:

Course Description _____ (Initial / Date)

Tuition Payment Receipt _____ (Initial / Date)

Grade Report _____ (Initial / Date)

For Central Office Use Only:

Date:

Signature

Course Pre-Approved:

Course Description Attached:

Receipt Attached:

Grades Submitted:

Superintendent Approval:

Total # Applications Approved:

Amount to be Reimbursed:

Requisition Number:

Account Number:

01-02213-251-606-000-5