

Eastmont School District
Tuition Reimbursement Form
Certificated Staff



Tuition reimbursement shall be made by the District for the successful completion of academic classes and/or Clock Hours (CECH) per the EEA Agreement. Following are guidelines for successful reimbursement of tuition expenses:

Qualifications:	Employees who have previously obtained a Continuing OR Professional certificate.
Prior Approval:	The Course Approval Form must be approved prior to completing the course. If not, you are at risk for not having the completed credits/clock hours count toward placement on the salary schedule.
Upon Completion:	Submit the following along with this form: <ul style="list-style-type: none"> • Signed Course Approval Form • Proof of payment/receipt for course taken • Transcript or grade report • NOTE: If you wish to have credits recorded for salary placement purposes, you must provide an official transcript.
Reimbursement:	Reimbursement checks will be issued twice a month based on the district's Accounts Payable reimbursement schedule.

Name: _____ Date: _____
(Please Print)

Name of Course Completed: _____

College/Sponsoring Provider: _____

Date(s) of Attendance: _____

Hours/Credits Earned: _____ **Circle One:** CECH Quarter Semester

Total Tuition Cost: \$ _____

I certify that:

1. I qualify for tuition reimbursement as outlined in the Collective Bargaining Agreement.
2. I received prior approval as indicated by the Course Approval Form previously submitted.
3. I have submitted all required paperwork as required above.

Employee Signature: _____ Date: _____

Human Resources Approval: _____ Date: _____

Amount Reimbursed: \$ _____ Date: _____