

**Request for Education Credit/Course Reimbursement**

**Form I**

**Custodians, Maintenance, Secretaries, Library/Nurse Assistants,  
Network & IT, Computer Technicians**

As stipulated in Article XVI Section 16.5, I request approval to take the following course and to be reimbursed after verification of successful completion.

Reimbursement for course work which is directly related to the employee's job responsibilities. Reimbursement shall be limited to \$100 per course credit and 50% of the cost of books/materials for the course. The maximum reimbursement an employee may receive shall be \$500 per year.

Name \_\_\_\_\_ Position \_\_\_\_\_

Title of Course \_\_\_\_\_

**(Attach course description or brochure)**

Number of Credits \_\_\_\_\_ Date that course begins \_\_\_\_\_

College or University \_\_\_\_\_

Cost of Tuition (Board to pay up to \$100/credit) \_\_\_\_\_

Costs of texts, materials, etc. (Board to pay 50% of cost up to \$100 per course) \_\_\_\_\_

Relationship of course to current assignment \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

**Principal's Approval**

I recommend approval of this request.

Date \_\_\_\_\_

Principal Signature \_\_\_\_\_

**Central Office Only**

Your request for course approval as outlined above is approved provided that all contractual conditions are met.

Approximate amount of reimbursement: Tuition: \_\_\_\_\_

Other: \_\_\_\_\_ For textbooks, on Form II, please  
provide original receipt and  
title of book

Total: \_\_\_\_\_

**Please return completed "Reimbursement Form II" to this office upon completion of this course.**

Date \_\_\_\_\_

Asst. Superintendent \_\_\_\_\_