

# APPENDIX D. 1.

## Ulster BOCES United Employees

### Tuition Reimbursement

#### Application for Approval of Course Work

The BOCES will reimburse up to the cost of three (3) credits at the prevailing SUNY rate per unit member per year toward the cost of coursework that meets the following criteria:

1. The coursework is functionally related to the field in which the employee works.
2. The coursework is scheduled outside of working hours.
3. The employee must receive prior approval from the District Superintendent or his/her designee.
4. The employee must submit evidence of successful completion of course prior to reimbursement. (Transcript, certificate or other form of evidence showing completion of course)
5. The employee must submit a receipt or cancelled check for the cost of course work.
6. It is understood that any employee who receives a tuition reimbursement payment for such coursework shall remain in the employ of the district for at least two years from the ending date of the course for which payment was received. Any employee who leaves the employ of the district of his or her own free will prior to the two year requirement shall reimburse the district any and all monies received under this program course courses completed within the two year window.

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Name: \_\_\_\_\_

Title of Course/Workshop: \_\_\_\_\_

Conducted by: \_\_\_\_\_

Brief Description of Course: \_\_\_\_\_

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Starting Date: \_\_\_\_\_ Number of Sessions: \_\_\_\_\_

Completion Date: \_\_\_\_\_ Length of Each Session: \_\_\_\_\_

Cost of Tuition: \_\_\_\_\_ Instructors Name: \_\_\_\_\_

Date: \_\_\_\_\_ Employee: \_\_\_\_\_

Date: \_\_\_\_\_ Program Director: \_\_\_\_\_

Date: \_\_\_\_\_ District Superintendent: \_\_\_\_\_