

APPENDIX D. 2.

Ulster BOCES United Employees

Tuition Reimbursement

Notice of Course Completion

1. The employee must have received prior approval from the District Superintendent or his/her designee.
2. The employee must submit evidence of successful completion of course prior to reimbursement. (Transcript, certificate or other form of evidence showing completion of course)
3. The employee must submit a receipt or cancelled check for the cost of course work.
4. 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.

Name: _____

Title of Course/Workshop: _____

Conducted by: _____

Brief Description of Course: _____

Starting Date: _____ Number of Sessions: _____

Completion Date: _____ Length of Each Session: _____

Cost of Tuition: _____ Instructors Name: _____

Evidence of Course Completion (*attached to documents to form*): _____

Date: _____ Employee: _____

Date: _____ Program Director: _____

Date: _____ District Superintendent: _____