

Education Reimbursement Form Classified Staff

Date: _____

Name: _____

Employee ID #: _____

Location: _____

Position: _____

Home Address: _____

City

Zip Code

Phone# (where you can be reached): _____

Course/Class taken: _____

Where course/class was taken: _____

Start Date: _____ Completion Date: _____

Check appropriate criteria:

- Enhances ability to improve current job performance
- Enhances ability to apply for another position in the district
- Leads toward GED, AA, BA, BS or MA

Total tuition and/or fees incurred (please subtract COF & Grants) \$ _____

** fees include costs associated with a class or course (i.e. lab fees, book fees, technology fees, etc.)

Are you receiving reimbursement/funding from another source(s) for this class?

Yes- List amount \$ _____ and source _____

No

Please print this form and attach a course receipt and verification of successful completion. Submit this form to the Department of Human Resources for reimbursement by the appropriate deadline date as listed below.

Employee Signature

For committee use only:

Date Reviewed _____

Approved \$ _____ signed _____

Date reimbursement request was sent to accounting _____

Denied _____ signed _____

**DEADLINES FOR REIMBURSEMENT APPLICATIONS ARE:
SEPTEMBER 15, JANUARY 15 AND JUNE 15 OF EACH YEAR**

Please return this form to the Department of Human Resources.



CLASSIFIED EDUCATION REIMBURSEMENT

Money is available for education reimbursement for any current Classified staff employee who successfully completes a course, class or seminar and the staff member is employed during the time the classes are complete providing it meets the criteria as outlined below:

1. Application for reimbursement of tuition and education related fees will be made on the district prepared form and must be received by:
 - **September 15** for classes completed June 1 through August 31 (summer)
 - **January 15** for classes completed September 1 through December 31 (fall)
 - **June 15** for classes completed January 1 through May 31 (spring)
2. Applications will be reviewed by the Education Reimbursement Committee by September 30, January 30, and June 30.
3. An annual budget of \$20,000 for education reimbursement will be available for distribution.
4. The initial distribution per classified staff employee will be limited to a maximum of \$500.00 for education reimbursement per eligibility period.
5. Course/class/seminar **receipt(s)** must be provided along with this application.
6. **Verification** of successful completion of course/class/seminar must be provided along with this application.

Return this form to the Department of Human Resources by the due date above.