



**EASTON AREA SCHOOL DISTRICT
TUITION REIMBURSEMENT REQUEST**

Name _____ Date _____

School Building _____

Home Address _____

City _____ State _____ Zip Code _____

<u>Course # / Course Name</u>	<u>Institution</u>	<u># of Credits</u>

Please complete based on above course(s):

Approved for deferred payment? Yes ☐ No ☐

Pre-approved on-line or video: Yes ☐ No ☐

Course Dates: (Attach proof of dates)

Start Date: _____

End Date: _____

Please check one or more of the following:

- ☐ Course(s) applicable to advanced degree in education
☐ Course(s) applicable to an advanced degree in the teacher's major field or teaching assignment
☐ Course(s) applicable as an area of special need to the district as determined by the Superintendent or designee

I have completed the above-listed course(s) and request reimbursement for tuition cost only.

(Fees, mileage, books, etc do not apply)

Forward to **Human Resources** this completed form with the following documents attached within 30 days of course completion.

- **A copy of passing grade "B" or higher (grade report or transcript)**
- **Itemized bill showing tuition separate from fees**

Reimbursement will be made within 60 days of receipt of all documents

1. An employee, who resigns his/her position within one (1) year from the date of his/her Board approval for tuition reimbursement, will be required to reimburse the District 80% of said amount.
2. An employee, who resigns his/her position between one (1) and two (2) years from the date of his/her Board approval for tuition reimbursement, will be required to reimburse the District 60% of said amount
3. An employee, who resigns his/her position between two (2) and three (3) years from the date of his/her Board approval for tuition reimbursement, will be required to reimburse the District 40% of said amount.
4. As provided herein, an employee will reimburse the Easton Area School District in a lump sum within one (1) year from the effective date of resignation. In cases where financial hardship can be demonstrated, the employee may be granted an extension by the Board, not to exceed one (1) additional year, to satisfy his/her reimbursement to the District.

An employee will not be subject to the aforesaid tuition reimbursement payback provisions due to his/her:

1. Resignation from the District after three (3) years from the date of his/her Board Approval for tuition reimbursement;
 2. Retirement, furlough or discharge;
 3. Resignation due to disability.
- I have read and understand my contractual obligation regarding the tuition reimbursement payback provisions as outlined above.

Signature: _____

Office Use Only:

Payment approved in the amount of \$ _____ Sent to the Business Office on _____

Director of Human Resources _____