Lake County TECH Campus

Tuition Reimbursement Request

Please complete the top portion of the application and submit to the Principal for consideration **prior to enrollment.** Attach a completed payment request, for the amount to be reimbursed, to this application. Upon completion of the course(s), **an official (not a copy) of transcript or grade report** showing payment and successful completion must be turned in to the Principal for reimbursement. **This form must be completed in its entirety prior to enrollment in the course for reimbursement to be considered. Requests for reimbursement without prior approval will not be considered.**

To be completed by the applicant:

Name: _____ **Date: _____**

Course Number	Course Title	College University	Credit Hrs	Grad/ Undergrad	Anticipated Completion Date	Tuition Amount	Tuition Reimb. Amount

Describe the benefits to be derived from completing the course(s) listed above.

- ☐ Required to maintain provisional CTE Educator certification
- ☐ Required to maintain license/certification
- ☐ Degree program
- ☐ Directly supports curriculum
- ☐ Approved for reimbursement

2nd Year - up to $1,000
3rd and 4th Year - up to $2,000
Beyond 5th Year - $3,000

_____ _____
Signature of Applicant Date

_____ _____ _____
Director's/Principal's Signature Date approved $ amount

_____ _____
Business Manager's Signature Date

∗ **All requests for salary adjustment resulting from course completion must be submitted prior to the start of the school year. (Use Education/Salary Adjustment Request)**

NO MID-YEAR ADJUSTMENTS WILL BE MADE

Per the CBA - ***At the discretion of the Executive Director or Designee, additional Tuition reimbursement may be granted should it be determined that the additional education be deemed beneficial or necessary to the employees' program or the school.***

fh rev. 8/2025