Application for Paraprofessional Tuition Reimbursement (up to $1,500 a semester)

Deadline for reimbursement: Spring-June 30th; Summer-August 31st; Fall-January 31st

Expenses incurred after 1/1/2026 qualify for reimbursement.

Section I: Must be completed by applicant

Semester: ____Fall ____Spring ____Summer **Year:** _____ **Employee #:** _____

Name: _____ **School:** _____
Last First Middle/Maiden

Section II: Courses Requested for Reimbursement:

School Attending for Tuition Reimbursement:_____

Course #	**Course Title**
_____	_____
_____	_____
_____	_____
_____	_____

Section III: Reimbursement Portion

Section IV: Reimbursement Evidence

Please attach the following:

1. Receipts from your college/university that states payment for classes you are seeking reimbursement.
    - Note: The receipts must match what you have listed in Section III.
2. Copy of unofficial transcript or grade(s) received for classes you are seeking reimbursement.

Section V: Signatures

_____ _____

Paraprofessional's Signature Date HR Administrator Signature Date