

READING PUBLIC SCHOOLS

APPROVAL Request for Tuition Reimbursement – FIRST FORM

In order to be eligible for consideration of reimbursement, this form must be completed and approved prior to the start of the course requested.

NAME: _____ **YOUR SCHOOL or DEPT:** _____

COURSE #: _____ **TITLE:** _____

INSTITUTION OFFERING COURSE: _____

DATES OF COURSE/ATTENDANCE: _____

NUMBER OF GRADUATE CREDITS: _____

Note: By contract a minimum of 2 graduate credits is required for Administrators, Teachers, and Nurses.

TUITION COST FOR THIS COURSE Tuition: \$ _____

Obligatory Fees: \$ _____

If you are requesting reimbursement for obligatory fees, please submit official documentation to support your request and explain the cost for fees.

Total Reimbursement Requested: \$ _____

If this course is part of an approved degree program in which you are enrolled (documentation of enrollment must be on file in Central Office) please check here and indicate the name of the Institution in which you are enrolled.

To be reimbursed for the above amount, evidence of payment in the form of a cancelled check or credit card receipt, an official grade report or transcript (online grade reports are not considered official) or a Certificate of Completion for non-professional staff, and a copy of your Course Approval form **MUST be submitted ALL TOGETHER no later than 60 days upon completion of the course** to the Office of the Assistant Superintendent.

Applicant Signature

Date

Principal/ Supervisor Signature

Date

Note: The supervisor's signature is required for Paraprofessional, Secretarial, Custodial, and Cafeteria staff who have completed a probationary period to confirm this course is directly related to the employee's current duty assignment.

Assistant Superintendent

Amount

Date

Signature of Approval

Questions - please refer to the Tuition Reimbursement Guidelines below.

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Tuition Reimbursement Guidelines

APPROVAL PROCESS

- Tuition Reimbursement Approval forms are available online in the District Share Folder or from the Office of the Superintendent
- Please submit an Approval form **in ADVANCE of taking a course or at the time of course registration.** Courses will not be eligible for reimbursement if not submitted prior to the start of the course. Please include documentation from your college, university, or the organization providing your professional development program indicating the cost of tuition and any fees for which you are requesting reimbursement. Also, please provide any evidence of vouchers, rebates, discounts, or scholarships you may have.
- You must submit a separate course approval form for each course for which you are requesting reimbursement.
- Courses are approved in the order in which they are received.
- Courses for Non-Professional Staff must be pre-approved by the employee's supervisor and specifically related to the employee's current duties and/or job assignment.
- **Approvals cannot be transferred from one course to another course.**
- **Please notify the Assistant Superintendent immediately if you are not able to or do not take a course you were approved for reimbursement.**

REIMBURSEMENT PROCESS

- In order for Administrators, Teachers and Nurses to be eligible for reimbursement please submit to the Assistant Superintendent the Second Reimbursement Form, proof of payment, an official grade report or transcript, and a copy of your original approval **ALL TOGETHER no later than 60 days after completion of the course.**

Please note that on-line grade reports are not considered an official record. Please contact your school Registrar's office to request an official grade report. It is not necessary to request an official "transcript" unless you are completing a degree program.

- In order for non-professional staff to be eligible for reimbursement please submit to the Assistant Superintendent the Second Reimbursement Form, proof of payment, an official grade report, transcript, or certificate of completion, and a copy of your original approval ALL TOGETHER no later than 60 days after completion of the course.
- Please contact the Assistant Superintendent if there are extenuating circumstances that prevent you from completing an approved course on time.