

Tuition Reimbursement Form

Teacher Name _____ Employee ID# _____

Job Site _____ Teaching Assignment _____

Home Address _____

COURSE INFORMATION: (List one course only)

1) College or University _____ Term _____ Year _____

Name of Class _____ Class Number _____ Tuition Amount \$ _____

How is this class related to improving instruction in your classroom? _____

How is this class related to the district's strategic plan? _____

2) College or University _____ Term _____ Year _____

Name of Class _____ Class Number _____ Tuition Amount \$ _____

How is this class related to improving instruction in your classroom? _____

How is this class related to the district's strategic plan? _____

A **receipt** showing that the amount you are requesting was for tuition, not for college fees, books, parking, room and board, or other normal college costs*. Canceled checks are NOT an acceptable form of receipt. A **transcript**, a grade report, or a signed letter from the instructor indicating that the class was successfully completed must also be attached*

I certify that the above information is correct and the cost for this Professional Development activity has not been reimbursed from any other School District No. 60 source.

Teacher Signature

Date

Requests for reimbursement of courses or workshops completed between July 1 and December 31 must be submitted by **January 15**.
Requests for reimbursement of courses or workshops completed between January 1 and June 30 must be submitted by **July 15**.

Email forms to hr@pueblod60.org

Please note:

- On transcripts that report letter grades, only grades of B- or higher will be considered for reimbursement. On transcripts that report pass/fail or satisfactory/ unsatisfactory grades, only passing grades will be considered for reimbursement.
- When reimbursement is sought for graduate-level coursework, only courses from regionally-accredited US institutions shall be considered.
- Eligibility for this program is limited to employees within the PEA bargaining unit who have completed one full semester of employment with the District. If the employee retires, leaves, or is separated from the District prior to completion of the course or submission of credits for the course, he/she shall not be eligible for nor receive reimbursement.