

North Baltimore Local Schools Application for Tuition Reimbursement

Part I – To be completed and approved before the start of the class or workshop.

Refer to Section XV of the Negotiated Agreement for details. Please make an appointment with the Superintendent to discuss the proposed class or workshop. Bring a course description from the college catalog or workshop flyer to your appointment. If you are planning to earn CEU's provide a copy of the ODE CEU assurances (usually located on the registration information).

******If you do not discuss this application with either the Superintendent or the LPDC Chairperson proceeding the class/workshop, be aware this application may not be approved for reimbursement.***

Employee Name _____ Date _____

Approximate start date of class _____ Estimated Cost Per Credit Hour \$ _____ Estimated Total Cost \$ _____

Semester (please circle) Summer Fall Winter Spring

Name and location of institution offering the course _____

Type of credit offered (check one) _____ Graduate _____ Undergraduate _____ CEU's

Total Hours/Credits Taking _____

Course # (when available) /Title _____

Describe this course/workshop in relationship to your field or professional development:

LPDC Chairperson Date Approve _____ Disapprove _____

Superintendent Date Approve _____ Disapprove _____

Treasurer Date Approve _____ Disapprove _____

Probable Reimbursement _____ Current Year _____ Next Year

Part II – Complete the lower portion of this form and submit it to the Treasurer's Office to receive reimbursement following completion of the course/workshop. Place an "X" by the following items that you have attached for verification.

Course Description: _____ Provided a course description from the college catalog/syllabus or workshop flyer.

Proof of successful completion:
Grade Sheet or Transcript _____ CEU Certificate _____

Receipts for Tuition Payment: ****MUST** show proof of actual \$ per credit hour charged, *AND* applicant's bill being **PAID** **
Copy –front/back of **Cancelled** check _____ Charge card receipt with **applicant's name** listed _____
Charge card statement with **applicant's name** listed _____ Receipt indicating # of hours paid _____

Completed Forms Required:

Completed Requisition made out for reimbursement to applicant

Completed Expense Form with above items attached and made out to applicant

** I certify that I have completed the courses or workshop indicated above and that these expenses are covered by the negotiated Agreement.

Signature of Applicant _____ Date _____