

APPENDIX F - TUITION REIMBURSEMENT REQUEST

NAME OF APPLICANT: _____ DATE: _____

ADDRESS: _____

Years in District: _____

Present Teaching Assignment:

Building: _____

Grade or Subjects: _____

Certificates currently held: _____

Is course necessary for certificate renewal in present teaching assignment?

_____ Yes _____ No \$ _____ Tuition per Course

Name of University: _____

Name of course and course description: _____

Explanation of how proposed course will enhance applicant's job proficiency or lead to further certification:

Dates of Course: _____

Signature: _____

9.074 REQUEST FOR REIMBURSEMENT: The transcript and/or grade report evidencing the course credits earned must be in the hands of the LPDC by October 30 to receive payment. The teacher must be under contract with the Eastern Local School District at the time of payment. If, for whatever reason, the course is not completed, notification must be made immediately to the LPDC.

9.075 TUITION REIMBURSEMENT APPLICATION PROCESS: Applications for tuition reimbursement must be on the form in Appendix F (send scanned application request to: elsd.lpdc@elsd.us) and submitted to the LPDC within two (2) weeks after the completion of the coursework.