

# Non-Instructional College Reimbursement



**Instructions to applicant:**

- 1) Please submit completed form with Administrator's signature along with the Student Detail Schedule (or equivalent) for the current term prior to starting the course.
- 2) Once course is completed submit the following within 30 days to be eligible
  - a. Paid Account Summary (or equivalent) for course taken and an Account Detail (or equivalent) for reimbursement: tuition amount, scholarships, and grants. (if no scholarships or grants, account summary must indicate no financial aid)
  - b. Course Agreement (or equivalent) from college showing credit hours for course taken
  - c. Grade card for course taken (course codes must match on all forms)
- 3) If course is not passed or dropped please contact HR Dept.
- 4) A new application MUST be submitted if course is retaken

***Please note: Tuition Reimbursement exists for the benefit of the employee who is seeking greater educational growth and opportunity, but such study and pursuit must also benefit CCPS (as the employer). The district reserves the right to approve for reimbursement courses and programs and degrees that relate directly to the employee's work and/or to the District's hiring needs.***

Name:	ID#:
Position:	Work Site:
State Primary Responsibilities in Job Assignment: _____	
Course Title:	Course Beginning Date:
Course Prefix & Number:	Expected Ending Date:
Name of Accredited College/University: <b>(Must be an Accredited College)</b>	
Semester/Quarter hours:	Under-Graduate    yes    no
Participant's Signature: _____	Graduate                    yes    no
	Date: _____
Degree Seeking? _____	

### To Be Completed by Administrator/Supervisor

Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_

I attest to the accuracy of Primary Responsibilities in Job Assignment as indicated above.

Administrator's name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Human Resources Office Use Only

Course Approved: \_\_\_\_\_ Course Not Approved: \_\_\_\_\_

Final approval HR Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grade:	Letter Sent:	Amount Paid:	Amount Reimbursed:
--------	--------------	--------------	--------------------