



**EDUCATIONAL REIMBURSEMENT REQUEST**  
SUPPORT STAFF

**NOTE: Reimbursement for tuition and books will be provided per the Collective Bargaining Agreement. Reimbursement is subject to the coursework being directly related to the individual's current assignment and having written approval from the Assistant Superintendent for Human Resources and Labor Relations prior to enrollment.**

Applicant:

Position:

Location:

Course Title:

Number of  
Credit Hours:

Institution Offering Course:

Course Dates: From: To:

Estimated Costs for  
Tuition and Textbooks:

Comments:

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Applicant)

Course Approval:

Supervisor:

Date:

Assistant Superintendent for HR and Labor Relations:

Date:

Comments:

Approval for Reimbursement:

(Attach tuition, book receipts, and grade report upon completion of coursework)

Tuition Fees:

Textbook(s):

Total:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Account # \_\_\_\_\_