

**Reading School District
Tuition Reimbursement Request
for REA Professional Personnel**

NAME: _____
(Please Print) (First) (Middle) (Last)

BUILDING: _____ GRADE: _____ SUBJECT: _____

COURSE INFORMATION

COLLEGE ATTENDING: _____ DEGREE: _____

COURSE NUMBER: _____ COURSE TITLE: _____

OF CREDITS: _____

COST PER CREDIT: _____ TOTAL COST: _____

START DATE: _____ END 2 M # 2 M # 2 M # 2 M #

Instructional II Cert.

PA Administrative or Supervisory Certificate

→ Please return completed form along with a copy of the front page of the course catalog and course description to: Human Resource Department. Forms received without will be denied. ←

The maximum reimbursement will be set at \$450.00 per credit and a maximum number of credits per academic year set at nine (9).

Note: The actual amount to be paid to you is contingent upon the total requests received from your bargaining unit. Reimbursement will not be paid for courses that were not pre-approved by the Director of Human Resources or Failure to submit all completed paperwork by the deadline.

If the employee leaves the school district within one (1) year after issuance of the tuition reimbursement check he/she must reimburse the employer within ninety (90) days of his/her resignation. The last paycheck issued to the employee shall be retained by the employer toward the reimbursement.

For additional information, please refer to the REA Contract.

Employee Signature _____ Date _____

Please submit a grade report or official transcript and receipt of tuition payment to the HUMAN RESOURCE DEPARTMENT at the completion of the course in order for appropriate payment to be processed in November. **Official transcripts are required for all Salary Adjustments**

PLEASE NOTE: The above required evidence of completion is to be submitted to HR on/or before November 1 of the subsequent school year for payment prior to November 15.
Failure to submit all completed paperwork by the deadline will result in non-payment

Approved: _____ Denied: _____

Assistant Director of Human Resource

Date