TUITION REIMBURSEMENT FORM

(Must be a permanent classified bargaining unit member to participate)

Date _____   Site _____

Employee Name _____   Position _____

PLEASE SEND TUITION REIMBURSEMENT TO:

HOME ADDRESS _____   OR SITE _____

_____

_____

PHONE NUMBER OR EXTENSION WHERE I CAN BE REACHED _____

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Pursuant to CSEA Contract Article 12.3, I hereby request reimbursement for tuition, required books and mandatory fees as listed.

1. Tuition Expense $_____

2. Required Book Expense $_____

3. Mandatory Fees $_____

4. TOTAL $_____

5. MAXIMUM PER EMPLOYEE $ 1,000.00_____

ENTER AMOUNT PAYABLE FROM LINE 4 OR 5, $_____
WHICHEVER IS LESS.

_____   _____
EMPLOYEE SIGNATURE   DIRECTOR OF HUMAN RESOURCES

(See reverse side for important information regarding your tuition reimbursement.)

Upon submission of a Tuition Reimbursement Form, employees shall be eligible for a maximum amount of $1,000.00 per fiscal year.

The following **must** be submitted with your Tuition Reimbursement Form:

- Original receipt for registration
- Original receipt for mandatory fees
- Original class schedule
- Original book receipts, stamped name where books were purchased
- Report card or grade (a copy is acceptable as long as the grade is legible)

PLEASE INCLUDE **ORIGINAL** RECEIPTS FOR REGISTRATION, MANDATORY FEES AND BOOKS.

Tuition Reimbursement Forms cannot be processed for reimbursement without the above documents.

Tuition Reimbursement Forms must be submitted within one (1) month following the completion of the course. Failure to submit in a timely fashion after completion may result in payment being denied.

If you have any questions, please contact Prescilla Duenas, Human Resources at Ext. 1153.