

**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 DATE: \_\_\_\_\_

**RATIONALE**

Instructional II Cert.

PA Administrative or Supervisory Certificate

Master's Degree

Emergency Cert. Requirement

Other (Explain) \_\_\_\_\_

**INSTRUCTIONS**

**(This is for courses taken between September 1 and August 31 of that year).**

**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