Carbon Lehigh Intermediate Unit #21

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APPLICATION - TUITION REIMBURSEMENT

To apply for reimbursement of completed courses, fill out this form listing courses separately and send to the Human Resource Director along with official transcripts or official grade report and receipt of payment for course.

Name_____   Date_____

Submission for reimbursement is conditional upon: (1) pre-approval of course (electronic), (2) submission of transcripts or grade report (must show student name and college name), (3) completion of course with an acceptable grade, (4) submission of paid receipt showing charges for the class, college name and student name, and (5) submission of this form by the timeline below.

CLEA Staff Only: Employees eligible for tuition reimbursement employed with CLIU less than three calendar years will not be reimbursed for approved credits until the October Board Meeting of the following fiscal year for credits approved for the previous fiscal year. The employee, even though not reimbursed until the October Board Meeting of the following fiscal year, must submit all required documentation by the dates noted below. The employee is only eligible for reimbursement if he/she is employed with the CLIU on or after October 1st of the following year.

Classes taken in the <u>Fall</u> semester – no later than <u>March 1st</u> of following calendar year.
Classes taken in the <u>Spring</u> semester – no later than <u>July 1st</u> of same calendar year.
Classes taken in the in the <u>Summer</u> semester – no later than <u>October 1st</u> of same calendar year.

(1st Course)

Name of Course _____

Course Number _____   **Graduate or Undergraduate** _____

Number of Credits_____   **Cost of Credit** _____

College or University _____

Beginning Date of Course _____   **Grade Attained** _____

Ending Date of Course _____

(2nd Course)

Name of Course _____

Course Number _____   **Graduate or Undergraduate** _____

Number of Credits_____   **Cost of Credit** _____

College or University _____

Beginning Date of Course _____   **Grade Attained** _____

Ending Date of Course _____

Office Use

_____ Approved   _____ Disapproved   _____ Credits at $_____ a Credit = _____

_____   _____
Human Resources Approval   **Date**

B.O. Notified: _____

EE Notified: _____

Helping Children Learn
"CLIU is a service agency committed to Helping Children Learn."