**APPENDIX C– TUITION PROGRAM – CHASE**

**CUYAHOGA HEIGHTS SCHOOL DISTRICT**

**C.H.A.S.E. TUITION ASSISTANCE PROGRAM**

This form must be completed and approved before the course begins.

Employee’s Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Form Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_

COURSEWORK TO BE TAKEN:

COURSE TITLE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours \_\_\_\_\_\_\_\_Qtr./Sem.

COURSE TITLE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours \_\_\_\_\_\_\_\_Qtr./Sem

COURSE TITLE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours \_\_\_\_\_\_\_\_Qtr./Sem

NAME OF COLLEGE / UNIVERSITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE COURSEWORK WILL BE TAKEN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please attach a brief description of the course.*

Tuition shall be reimbursed at a rate of $100 per semester credit hour up to a maximum of 12 hours per lifetime of employment. These hours must be taken from an accredited institution and shall be courses that relate to the employee’s job. See Article XXVI, Sec. B of the CHASE Agreement for more information.

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Signature of Employee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Superintendent Date

This form will serve as the Purchase Order Requisition to generate a purchase order which will encumber the funds in the budgeted account, accordingly.