**APPENDIX B – TUITION REIMBURSEMENT PROGRAM - CHAT**

**CUYAHOGA HEIGHTS SCHOOL DISTRICT**

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

(Reimbursement form for teachers without a Master’s Degree.)

Employee 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE COURSWORK WILL BE COMPLETED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*please attach a description of the course

The Board will reimburse the administrative/supervisory and exempt classified employees at the rate of $225 per semester credit hour up to a maximum of 36 hours during their employment tenure. Reimbursement will be made within 30 days of presentation to the Treasurer of the official transcript, original grade card, or an Internet printout of grade(s) and proof of payment.

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 Signature of Employee Date

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

 Signature of Superintendent Date

Circle One:

Elementary = 001-1110-231-0000-000000-001-00-000

Middle School = 001-1120-231-0000-000000-002-00-000

High School = 001-1130-231-0000-000000-003-00-000

This form will serve as the Purchase Order Requisition to generate a purchase order which will encumber the funds in the budgeted account, accordingly. You will receive a PO from Treasury to keep for reimbursement.