APPENDIX C– TUITION REIMBURSEMENT PROGRAM – CHASE

CUYAHOGA HEIGHTS SCHOOL DISTRICT

This form must be completed and approved before the course begins.
(Reimbursement form for CHASE employees)

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 _____

Date Coursework will be completed _____

***Please attach a brief description of the course from the college/university course catalog/website**

Tuition shall be reimbursed at a rate of $100 per semester credit hour up to a maximum of 36 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. Payment will be made within thirty (30) days of proof of satisfactory completion of the course (original grade card or internet printout of grades) and documentation of payment for the course. See Article XXVI, Sec. B of the CHASE Agreement for more information.

_____ _____
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.