

**BAY-ARENAC ISD
TUITION REIMBURSEMENT REQUEST**

- Check One **Administration**
 AFT – American Federation of Teachers
 ATAS – Academic, Technical and Administrative Support Group
 BAEA – Bay-Arenac Educational Association/MEA
 MESPA – Michigan Education Support Personnel Association/MEA/NEA
 SEA – Service Employees Association/MEA/NEA
 Steelworkers – United Steelworkers of America AFL-CIO-CLC Local Union 7380

All course work to be taken must be specifically approved by the Administrators **in advance of enrollment** if reimbursement is to be requested. Reimbursement will be paid upon receipt of successful completion of the course and a receipt showing the cost of the course.

NAME: _____

DATE: _____

HOURS OF CREDIT: _____

EDUCATIONAL INSTITUTION: _____

COURSE TO BE TAKEN: _____

Please describe how this course relates to your current position:

TUITION REIMBURSEMENT REQUESTED: _____

1. PRE-APPROVAL SIGNATURES:

SUPERVISOR DATE

DIRECTOR DATE

HUMAN RESOURCES DIRECTOR DATE
(Reimbursement shall not be made without HR Authorization)

2. REIMBURSEMENT APPROVED: \$ _____

ACCOUNT NUMBER: _____

INSTRUCTIONS:

1. Complete the above form in its entirety.
2. Obtain administrators' signatures for pre-approval.
3. Following pre-approval, the form will be sent to and maintained by Human Resources.
4. Upon completion of the course, provide proof of successful completion of course (grade report) and a receipt showing the cost of the course to Human Resources.
5. Human Resources will obtain account number and submit necessary paperwork to the Business Office for reimbursement in accordance with current individual agreements.