

Chesterfield County School District Tuition Reimbursement Application

Name	School	Position					
Address	Telephone Number	SS#					
<p>The tuition reimbursement program is designed to provide financial assistance to personnel employed by CCSD in continuing their education by taking courses. Please place a check mark by the correct response listed below to indicate your reason(s) for taking the course(s).</p> <p><input type="checkbox"/> to become a certified teacher</p> <p><input type="checkbox"/> to meet recertification requirements</p> <p><input type="checkbox"/> to obtain advanced graduate degrees (M.A., M.S., M.ED., M.A.T., ED.S., ED.D., Ph.D)</p> <p><input type="checkbox"/> to become certified in another area. Please specify area: _____</p> <p><input type="checkbox"/> to eliminate course deficiencies under out-of-field permit</p> <p><input type="checkbox"/> to improve professional skills and performance</p> <p><input type="checkbox"/> to meet Critical Needs requirements</p> <p><input type="checkbox"/> Other: _____</p>							
College or Univ where course taken	Dept. and Course No.	FULL Title of Course/Activity	# of Credits	Semester (please check)			
				F	SP	SI	SII
1.							
2.							

The information above is correct, and I further certify that I will not receive duplicate or comparable fees for this tuition from any other program, project, or institution.

Signature of person making application

Date

Guidelines to Qualify for Reimbursement:

1. Employee must have course approved prior to taking course.
2. Employee must be employed for the next school year to receive reimbursement for spring or summer courses.
3. Employee must pass course and submit the following for reimbursement:
 - a. Tuition reimbursement application form
 - b. Grade Report indicating passing grade
 - c. Itemized receipt of fees paid (listing course name, units, and tuition per unit)
4. Employee will not be reimbursed for a course which is paid for by another program, project, or institute.

Note: Amount of reimbursement will be amount actually paid or \$210 per 3 hour course (\$70.00 per semester hour) whichever is the lesser of the two amounts with a maximum of two courses reimbursed during a school year (July 1 – June 30).

DISTRICT OFFICE USE ONLY

Date all required forms received	Date of approval	Type/Plan	Amount Reimbursed
1.			
2.			

Application Approved by: _____ Date Approved: _____