PROCEDURES FOR IMPLEMENTING BOARD POLICY: EDUCATIONAL SUPPORT 6070 PERSONNEL TUITION Page 1 of 3 pages REIMBURSEMENT PROGRAM

- 1. Application forms for tuition reimbursement are available at the office of the principal or the assistant superintendent for human resources.
- Applicants in a Masters/Graduate or undergraduate program must complete the appropriate request for tuition reimbursement form contained in procedures 6070, Educational Support Personnel Tuition Reimbursement Program.
- 3. The employee is to complete the application and give the form to their supervisor for endorsement.
- 4. The supervisor, in his or her discretion, may endorse or reject the employee' s application. The form is to be forwarded to the Human Resources office, for approval/denial by the assistant superintendent for human resources.
- 5. A copy of the form specifying action taken, by the Human Resources office, will be returned to the supervisor and the employee. The original form will be placed in the employee's personnel file.
- 6. Applicants for tuition reimbursement must present the Human Resources office with a paid receipt showing tuition expense and documentation of successful completion of the course to qualify for reimbursement.

PROCEDURES FOR IMPLEMENTING BOARD POLICY: EDUCATIONAL SUPPORT 6070 PERSONNEL TUITION Page 2 of 3 pages Page 2 of 3 pages REIMBURSEMENT PROGRAM Contract of the second secon

<u>GLENBROOK HIGH SCHOOLS</u> <u>Human Resources</u> <u>Educational Support Personnel</u> <u>REQUEST FOR APPROVAL OF TUITION REIMBURSEMENT</u>

Directions: Complete all questions legibly.

| Employee Mame. | | | | Date: | |
|-----------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------|---------------------------------|--------------------------------------|--|
| School: | <u>Position/Title:</u> | | | | |
| | | | | | |
| request prior appro | oval for tuition rein | nbursement for enroll | ing in the following | | |
| Course Name | | Collogo Nomo | Twitian/Cost | Term or Stort/End Dates Credit II | |
| <u>Course Name</u> | | <u>College Name</u> | <u> </u> | <u>Start/End Dates Credit H</u> | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | <u> </u> | | |
| | | | | | |
| understand that if | the course is appro | ved and completed sa | tisfactorily, reimbu | rsement will be for tuition | |
| expense only in acc | ordance with the B | oard of Education po | licy (see reverse sid | le). | |
| | | | | | |
| General Informati | on: | | | | |
| | | | | | |
| In what way is this | course or workshop | y/seminar related to y | ə ur current work as | signment? | |
| In what way is this | course or workshor | 5/seminar related to y | our current work as | signment? | |
| n what way is this | course or worksho f | y/seminar related to y | our current work as | signment? | |
| In what way is this | course or workshop | y/seminar related to y | our current work as | signment? | |
| | | | | | |
| s this course or wo | rkshop/seminar req | uired for certification | | signment? | |
| l s this course or wo | | uired for certification | | | |
| Is this course or wo Yee | rkshop/seminar req s | puired for certification | or licensing in you | ar current assignment? | |
| s this course or wo Yes | rkshop/seminar req s | puired for certification | or licensing in you | | |
| s this course or wo Yes | rkshop/seminar req s | puired for certification | or licensing in you | ar current assignment? | |
| is this course or wo Yee | rkshop/seminar req s | puired for certification | or licensing in you | ar current assignment? | |
| s this course or wo Yes | rkshop/seminar req s | puired for certification | or licensing in you | ar current assignment? | |
| Is this course or wo Yes | rkshop/seminar req s | puired for certification | or licensing in you | ar current assignment? | |
| Is this course or wo Yes | rkshop/seminar req s | puired for certification | or licensing in you | ar current assignment? | |
| Is this course or wo Yes The following incre course: | rkshop/seminar req s eased knowledge ar | puired for certification | or licensing in you | ar current assignment? | |
| Is this course or wo Ye The following incre course: Supervisor's Endo | rkshop/seminar req s vased knowledge ar | puired for certification No nd job skill(s) will be l | or licensing in you | ar current assignment? | |
| Is this course or wo Ye The following incre course: Supervisor's Endo | rkshop/seminar req s vased knowledge ar | puired for certification | or licensing in you | ar current assignment? | |
| Is this course or wo Ye The following incre course: Supervisor's Endo | rkshop/seminar req s vased knowledge ar | puired for certification No nd job skill(s) will be l | or licensing in you | ar current assignment? | |

Supervisor's Signature

Date

Asst. Supt for Human Resources

Date

PROCEDURES FOR IMPLEMENTING BOARD POLICY: EDUCATIONAL SUPPORT 6070 PERSONNEL TUITION Page 3 of 3 pages Page 3 of 3 pages REIMBURSEMENT PROGRAM Contract of the second secon

GLENBROOK HIGH SCHOOLS <u>Human Resources</u> <u>Educational Support Personnel</u> <u>REQUEST FOR APPROVAL OF TUITION REIMBURSEMENT</u> <u>GRADUATE/MASTERS PROGRAM</u>

Directions: Complete all questions legibly.

| Employee Name: | | Dat | e: |
|----------------------------------------------------------------|------------------------------------------------------------------|--------------------------------|--------------------------------------|
| School:Position | ı/Title: | | |
| I request prior approval for tu | tion reimbursement for enroll | ing in the following: | |
| <u>Course Program Title/</u> Degree Title | <u>University or</u> College Name | Tuition Per Credit Hour | <u>Start Date/</u> Estim.End Date |
| Hunderstand that if the course expense only in accordance w | | | t will be for tuition |
| General Information: In what way is this course pro | gram related to your current w | vork assignment? | |
| Is this course work required fo | or certification or licensing in _No (If yes, please explain) | | |
| The following increased know course: | ' ledge and job skill(s) will be | brought to your assignmen | t by completing this |
| Supervisor's Endorsement: I support this application for t | uition reimbursement for the f | <u>Collowing reasons:</u> | |
| | - Si | upervisor's Signature | Date |
| | Ā | sst. Supt. for Human Resources | Date |

Approval Disapproval