



SHORELINE SCHOOL DISTRICT
SESPA Tuition Reimbursement Application & Reimbursement Claim Form

Tuition Guidelines: The classified tuition reimbursement program will be funded at a minimal level of \$6,000 per year for the duration of the CBA (expiring on August 31, 2022). The purpose of this program is to provide \$100.00 towards the cost of tuition or conference fees for job related courses for SESPA employees only. This reimbursement can be applied towards tuition, registration fees, material fees and book fees. Reimbursement requests must be submitted by August 1st to qualify: employees may submit a request that exceeds the \$100.00 entitlement. Any unclaimed tuition reimbursement funds shall be dispersed in rounds to benefit the maximum number of employees who submit approved requests that exceed their entitlement. Reimbursements shall be paid by August 31.

Prior Authorization: Prior approval from your administrator is required before completion of the course.

Administrator's Signature _____ Date _____

Instructions: Please complete the following.

Name: _____

Building/Dept: _____

Name of Training: _____

Cost: _____ Date of training: _____ Location: _____

Benefit to/relation to current position:

[Empty rectangular box for benefit to/relation to current position]

Attach:

- 1. Paid receipt (canceled check, proof of credit card payment). Note: a confirmation email of your registration is not proof of payment.
2. Proof of attendance upon completion of your training.

Oath of Claimant

I, the undersigned, do hereby certify that I attended the above-named training; that attached receipt is true and correct; and that the information I provided is accurate to the best of my knowledge.

Applicant's signature _____ Date _____

• DO NOT COMPLETE BELOW--Official Use Only •

Amount to be paid: _____ Date: _____ Budget #: _____