

3442 TUITION REIMBURSEMENT

Perry-Hocking Educational Service Center employees, certificated and non-certificated, may apply for tuition reimbursement for up to \$400.00 annually. An aggregate of \$4,000.00 will be made available annually for tuition reimbursement. The reimbursement will be allocated on a first-come, first-served basis until the aggregate total is expended. All course work must be completed during the school year in which application is made.

Certificated employees must receive credit from approved four-year teacher training institutions. Non-certificated employees must receive credit from two or four-year colleges or universities and technical colleges. All credit receiving reimbursement must be related to the assigned job position and duties of the employee.

Tuition reimbursement must be applied for on or after August 15th of each school year. Reimbursement to the employee will be made on or after September 15th of the following year. Employees must remain in the employment of the Perry-Hocking Educational Service Center the year following completion of the course work to receive reimbursement.

To apply for tuition reimbursement the employee must complete a request form and submit an official course enrollment verification and a copy of the bill. To receive tuition reimbursement the employee must present an official grade report or transcript.

Tuition Reimbursement Request

Employee Name _____ Date _____

Employee Position _____

College or University _____

Course(s) _____ Semester Hours _____

_____ Semester Hours _____

Date course begins _____ ends _____

Explain how course relates to your duties. _____

Amount Requested _____ Signature _____

For Office Use Only	
Date received _____	Date _____
Amount Allocated _____	Approved for Payment _____
Amount Paid _____	