



HCEA
PARTIAL REIMBURSEMENT FOR JOB-RELATED COURSES

Teachers, School Psychologists, Guidance Counselors, Speech-Language Pathologists, Library Media Specialists

ADDITIONAL INFORMATION AVAILABLE ON THE HUMAN RESOURCES/BENEFITS SHAREPOINT SITE
[SharePoint/Human Resources/Benefits](#)

PLEASE TYPE OR PRINT:

Name: _____

Employee ID Number: _____

Position: _____

Job Location: _____

Email Address: _____

PURPOSE:

- Obtain SPC Obtain APC Obtain Master's Degree
 Renew SPC Renew APC 45 Credits Toward Pre-approved Doctoral Program*

**If you are enrolled in a doctoral program, a copy of your acceptance letter must be on file in the Human Resources Office before reimbursement will be approved.*

Term Taken	College/University	Course Number (ex. EDUC 615)	Course Title	Credit	Grade

ITEMS TO SUBMIT WITH YOUR PARTIAL REIMBURSEMENT REQUEST FORM:

- An OFFICIAL grade report or OFFICIAL transcript:** Photocopies or internet downloaded grade reports are NOT ACCEPTABLE. To ensure that your request is processed efficiently, please request that your transcript be sent from your university directly to you. Then attach the transcript to this form along with the receipt before submitting to the Human Resources Office.
- An itemized receipt:** Receipts should include course name, tuition fee, term/semester, student name and school name. Form(s) of payment should be also included to show whether the payment was made by the employee, through financial aid, credit card, scholarships, grants, etc. or through a combination of the above.

INCOMPLETE REQUESTS WILL BE RETURNED

IMPORTANT INFORMATION:

- The fiscal year runs from July 1-June 30 and the course ending date determines which fiscal year the reimbursement will be applied to. You **MUST** be an active employee when reimbursement is requested.
- Credits which are eligible for reimbursement must be submitted **within 90 days after completion of the course**.
- Information regarding tuition reimbursement can be found in Article XVII of the HCEA Negotiated Agreement.

 Employee Signature

 Date Submitted