

1. Application forms for tuition reimbursement are available at the office of the principal or the assistant superintendent for human resources.
2. 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.



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

**Directions: Complete all questions legibly.**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Position/Title: \_\_\_\_\_

I request prior approval for tuition reimbursement for enrolling in the following:

<u>Course Program Title/ Degree Title</u>	<u>University or College Name</u>	<u>Tuition Per Credit Hour</u>	<u>Start Date/ Estim.End Date</u>
_____	_____	_____	_____

I understand that if the course is approved and completed satisfactorily, reimbursement will be for tuition expense only in accordance with the Board of Education Policy 6070.

**General Information:**

In what way is this course program related to your current work assignment?

\_\_\_\_\_  
\_\_\_\_\_

Is this course work required for certification or licensing in your current assignment?

\_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, please explain) \_\_\_\_\_

The following increased knowledge and job skill(s) will be brought to your assignment by completing this course:

\_\_\_\_\_

**Supervisor's Endorsement:**

I support this application for tuition reimbursement for the following reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature Date

\_\_\_\_\_  
Asst. Supt. for Human Resources Date

\_\_\_\_\_  
Approval

\_\_\_\_\_  
Disapproval