

HEA Application for Tuition Reimbursement September 2015 to August 2016

Name (Include any/all names that might appear on your transcript if different)

Type of certificate currently held _____

Name of Institution _____ Date course was completed _____

Number of Credit hours earned _____

Course Title _____

Was this part of a planned program? Yes _____ No _____

If "No," please explain briefly how the course is related to your current assignment.

Were you reimbursed in whole or in part for this course by any other means? (ie: grant, district, department money, etc.) Yes _____ No _____

If yes, please indicate the amount that was reimbursed: _____

Please use one application per course taken and attach the following to each application:

1. **Copy** of Transcript (does not need to be official) or grade report showing course title and final grade. **Highlight** the course you took on your transcript.
2. **Receipt** indicating amount paid for **tuition only**. A **receipt is not a tax form, nor is it a cancelled check!** There are significant problems with asking for reimbursement for tuition payments claimed on taxes.

Tuition Reimbursement Rules

- All applications for tuition reimbursement must be submitted by the December deadline with all paperwork in order for the member to be reimbursed for the previous year's completed classes.
- All applicants must have been an HEA member during the time in which they were taking classes and be an HEA member upon application submission.
- In the event that a teacher is laid off after they have started or completed classes, the HEA will accept their application for reimbursement during the next reimbursement cycle after the teacher is recalled.

_____ **Yes, I have read and understand the rules for application towards HEA tuition reimbursement.**

_____ **Please check if you are currently a member in good standing.**

Return to: Jay Woods at **Holland Early College** **Deadline: December 9, 2016**

Please make copies of all paperwork for your personal records. All submitted paperwork will not be returned, but will be kept on file.