

## HEA Application for Tuition Reimbursement September 2016 to August 2017

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

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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.

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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 from the college or university that granted credit showing the course title and final grade. **Please highlight** the course you took on your transcript/grade report.
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 be covered by the HEA contract during the time in which they were taking classes.
- 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 6, 2017**

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