



Binghamton City School District Personnel Office

Binghamton City School District
Binghamton, New York
Claim for Tuition Reimbursement

Please Print

Name _____

HomeAddress _____

Street

City/ State

Social Security Number _____

The District has established a Tuition Reimbursement Fund of up to \$87,500 annually for the purpose of reimbursing tuition for completed graduate level course(s). The maximum amount reimbursed shall be \$100 per approved and earned graduate credit hour. The total amount reimbursed annually depends on the total number of units requested.

Contract year of claim: July 1, _____ to June 30, _____

All claims for reimbursement must be filed no later than thirty (30) days after the conclusion of the contract year. All valid claims will be paid no later than September 30th of each contract year. Claims can be filed with the Personnel Office after each course completion or one form may be filled out for the July 1 to June 30 time period.

*Official transcript is required for all tuition reimbursement forms.
Forms will not be processed until receipt of this transcript.

I hereby request tuition reimbursement for the following graduate credit hour(s):

Table with 4 columns: Title of Course, Name of Graduate School, Course Completion Date, Number of Credits. Includes multiple rows for course entry.

TOTAL _____

Official Transcript was requested to be sent to the Personnel Office on _____ (Date)

Signature

Date

Office Use Only

Number of hours approved for reimbursement _____ @ _____

Total Amount Granted _____ Date Paid _____

Please send the original to the Personnel Office and keep a copy for your files.