

**TUITION REIMBURSEMENT POLICIES FOR AIDES AND MONITORS**

If you are taking college courses in teacher preparation and/or courses that are relevant to your job, you are eligible for tuition reimbursement. All requests must be accompanied by an official transcript showing the *completed* courses you are requesting reimbursement for. Courses must be taken during the current school year (July 1 – June 30).

Please fill out the request form below and submit by July 30<sup>th</sup>. Reimbursement money will be issued by September 30<sup>th</sup>.



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 \$7,500 annually for the purpose of reimbursing tuition for completed course(s). The maximum amount reimbursed shall be \$50 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, \_\_\_\_\_

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

Course # and Title	College/University	Semester	# of Credits Hours
<i>Example:</i> 110 – College Writing	Broome Community College	Fall 2008	<u>4</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	<b>TOTAL</b>	_____

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_