



Binghamton City School District Personnel Office

TUITION REIMBURSEMENT POLICIES FOR TEACHING ASSISTANTS

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 30th. Reimbursement money will be issued by September 30th.



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 \$75 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

Example:

(ENG 110 – College Writing Broome Community College Fall 2008 4)

TOTAL _____

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.