# Application for Credit Reimbursement

(green paper)

PALMYRA AREA SCHOOL DISTRICT
Palmyra, Pennsylvania

Name_____

Having completed the following graduate credits, I hereby apply for tuition reimbursement in accord with Section 11.01 of the Collective Bargaining Agreement for the Palmyra Area School District.

Courses satisfactorily completed:

| Course No. | Course Title | Credits semester / quarter (circle) | *Tuition per credit hour | *Total tuition per class |
|---|---|---|---|---|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Total Tuition Paid _____

***Tuition only; no fees, materials, books, etc.**

Work was taken at:_____
(College or University)

Work was taken during:

_____pre-session _____summer session _____post-session
_____first semester _____second semester _____other

_____ _____
(Date) (Signature of Applicant)

Attachment: _____A grade report or transcript to indicate the above credits were earned. (Circle grade on document provided.)

_____Original or copies of receipted class cards or bills indicating amount paid in tuition to the institution granting the credits. (Circle amount paid in tuition on document provided.)

_____A copy of the approved Pre-Approval Application for Tuition Reimbursement form.

Approved:_____ Date:_____
(Superintendent's Signature)

Note: Requests for reimbursement must be submitted after courses are completed and official documentation from the approved college or university along with all necessary District forms are received in the Office of the Superintendent at least twenty (20) days prior to the payment date. Tuition reimbursement will be made four times a year—September 15, January 15, June 15, and August 15.

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**Office Use Only:**

Amount Paid $_____ Date:_____

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