



Hazleton Area School District



1515 West 23rd Street · Hazle Township, PA 18202 · Phone 570-459-3111 · www.hasdk12.org

REQUEST FOR COURSE TUITION REIMBURSEMENT

PPID: _____

DATE: _____

Name: _____
Last First MI

Dept/Grade Assignment: _____ Building: _____

I am requesting to be reimbursed for the cost of tuition for the following course in accordance with the Teachers' Collective Bargaining Agreement currently in force.

Course Number: _____ Course Title: _____

College/University: _____ Online Course ☐ yes ☐ no ☐ hybrid

Grade Received Upon Completion: _____ Number of Credits Earned: _____

Course Completion Date: _____

Amount Paid (for Tuition Only) \$ _____ Paid by: ☐ Check ☐ Credit Card ☐ Cash

Other Method _____

I have attached the following documentation:

- ☐ Original Course Approval Form (with Authorized Signature)
- ☐ Proof of Grade Received (ex. Grade report/transcript, etc)
- ☐ Proof of Payment in Full (ex. Cancelled check/credit card statement/official receipt, etc)
- ☐ Proof of Cost of Tuition Only

(Printed Name)

(Signature)

(Date)

DISTRICT USE ONLY

☐ Approved ☐ Disapproved (Reason: _____)

Authorized By: _____ Date: _____

**** Please complete this form and submit it to the Assistant Business Manager in accordance with the Teachers' Collective Bargaining Agreement currently in force. Your signature on this form attests to the fact the all information on this form is complete and accurate. ****