



Carbon Lehigh Intermediate Unit #21

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APPLICATION - TUITION REIMBURSEMENT - ESPA

To apply for reimbursement of completed courses, fill out this form listing courses separately and send to the Human Resource Director along with official transcripts or official grade report and receipt of payment for course.

Name _____

Date _____

Submission for reimbursement is conditional upon: (1) pre-approval of course (electronic), (2) submission of transcripts or grade report (must show student name and college name), (3) completion of course with grade of **B** or better, (4) submission of paid receipt showing charges for the class, college name and student name, and (5) submission of this form by the timeline below.

Classes taken in the Fall semester – no later than March 1st of following calendar year.

Classes taken in the Spring semester – no later than July 1st of same calendar year.

Classes taken in the in the Summer semester – no later than October 1st of same calendar year.

(1st Course)

Name of Course _____

Course Number _____ Graduate or Undergraduate _____

Number of Credits _____ Cost of Credit _____

College or University _____

Beginning Date of Course _____ Grade Attained _____

Ending Date of Course _____

(2nd Course)

Name of Course _____

Course Number _____ Graduate or Undergraduate _____

Number of Credits _____ Cost of Credit _____

College or University _____

Beginning Date of Course _____ Grade Attained _____

Ending Date of Course _____

Office Use

_____ Approved _____ Disapproved _____ Credits at \$ _____ a Credit = _____

Human Resources Approval _____

Date _____

B.O. Notified: _____ EE Notified: _____

Helping Children Learn

"CLIU is a service agency committed to Helping Children Learn."

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