

# Auburn School District No. 408 Tuition Reimbursement - Frontload Request

This form is to be used in conjunction with your bargaining unit language surrounding tuition reimbursement for items such as for credit classes, clock hours, continuing education units, or other credits applicable toward a degree, allowable certificates under the bargaining unit agreement, apprenticeship, or job related training.

Please provide proof of registration to the class/workshop with this request.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Work Location: \_\_\_\_\_

Bargaining Group:     PSEA                       AAEP                       Professional Technical

Class Provider: \_\_\_\_\_

Date Class Begins: \_\_\_\_\_

Date Class Ends: \_\_\_\_\_

Description of Class: \_\_\_\_\_  
\_\_\_\_\_

Cost: \_\_\_\_\_

I understand that it is my responsibility to submit verification of class completion. Failure to submit this information may result in the fee being deducted from my pay.

I understand that if I do not satisfactorily complete this class, it is my responsibility to reimburse the District or the fee will be deducted from my pay.

\_\_\_\_\_  
Signature of Employee

HR Use Only:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Department Budget Transfer Approval: \_\_\_\_\_

Class Verification Received Date: \_\_\_\_\_