

EDUCATIONAL REIMBURSEMENT

2024-2025 SCHOOL YEAR

Complete for classes taken between July 1, 2024 and June 30, 2025

Date _____

Name _____

Address _____

Employee ID _____

Area of Study _____

Number of hours _____ (semester or quarter – circle one) planned for reimbursement of tuition during current year.

Institution/college/university granting above courses.

Expected degree _____

Signature _____

Building _____

This form must be completed and turned in by June 15, 2025. Reimbursement can only be paid after a grade or transcript, along with a receipt indicating the amount paid, is submitted to the Treasurer's Office. Required documentation may be submitted until October 1, 2025. Payment will be made in October 2024, according to GLEA Negotiated Agreement, Article 7D;3d.