



Binghamton City School District Personnel Office

TUITION REIMBURSEMENT POLICIES FOR **AIDES/MONITORS**

If you are taking college courses in teacher preparation and/or courses that are relevant to your job, you are eligible for tuition reimbursement. All request must be accompanied by an **official transcript** showing the **completed** course(s) you are requesting reimbursement for. Courses must be taken during the current school year (July 1 – June 30).

Please fill out the request form below and submit by July 30th. Reimbursement money will be issued by September 30th.

Binghamton City School District
Binghamton, NY
Claim for Tuition Reimbursement

Name: _____ Social Security Number: _____

Home Address: _____
Street City State Zip

The District has established a **Tuition Reimbursement Fund** of up to \$7,500 annually for the purpose of reimbursing tuition for completed courses. The maximum amount reimbursed shall be \$75.00 per approved and earned graduate credit hour. The total amount reimbursed annually depends on the total number of units requested.

I hereby request reimbursement for the following graduate credit hour(s):

Course # and Title	College/University	Semester	# of credit hours
Example: ENG 110 – College Writing	Broome Community College	Fall 2021	3
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			Total _____

Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE – Office use Only

Number of hours approved for reimbursement _____ @ _____

Total Amount Granted _____ Date submitted to payroll _____

Approved by: _____