



Binghamton City School District Personnel Office

TUITION REIMBURSEMENT POLICIES FOR **TEACHING ASSISTANTS**

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 30<sup>th</sup>. Reimbursement money will be issued by September 30<sup>th</sup>.

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
<b>Example:</b> ENG 110 – College Writing	Broome Community College	Fall 2021	3
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			<b>Total</b> _____

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: \_\_\_\_\_