



## Philadelphia Academy Charter School Tuition Reimbursement Form

### Prior Approval Request

Employee Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Title of Course \_\_\_\_\_ College \_\_\_\_\_

Date of Course: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Cost \$ \_\_\_\_\_ Reimb. Request \$ \_\_\_\_\_

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

\_\_\_\_\_  
Approved Chief Executive Officer

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### Payment Request

Grade \_\_\_\_\_

Completion Date \_\_\_\_\_

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

\_\_\_\_\_  
Approved Chief Executive Officer

*Attach proof of payment and grade report.*

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### Instructions:

1. The tuition reimbursement year begins on July 1 and ends on June 30. The ending date of the course will govern. Courses will be reimbursed at a rate of 75% per course. Reimbursement is at a maximum of \$3,000 for the period July 1, 2011 – June 30, 2012.
2. Prior approval is necessary for any tuition reimbursement. Submit a copy of the course description and complete the top section of this form. Submit the form more than 2 weeks prior to the start of the course. For teachers courses must be related to a higher degree in education, for example: courses must be related to Education Administration, Supervising and higher degrees in subject matters that lead to additional certifications.
3. The CEO will approve the request and return a copy of this form back to you.
4. Upon satisfactory completion of the course with a grade of B or above, complete the second section of the approved form and attach a copy of your grade report and proof of payment (copy of cancelled check or credit card receipt) to the CEO for approval.
5. Payment will be made within a two week period.