

BOYERTOWN AREA SCHOOL DISTRICT
Tuition Reimbursement Receipt Detail Form

Must Accompany All Requests for Tuition Reimbursement

The Boyertown Area School District requires this form to be completed in order for the employee to be reimbursed for actual graduate credit cost in accordance with the Collective Bargaining Agreement. The district will not pay for textbooks, class materials or any other miscellaneous fees.

SECTION I

Employee Name:		Employee #:	
Course Title:		Course #:	
College/University:			
Course Start Date:		Course End Date:	
Cost per Credit Hour:		# of Credits for Course:	
Total Tuition Cost:			

In order to receive reimbursement, a detailed receipt of payment from the college/university must be attached to this form. The receipt must clearly delineate the actual graduate credit cost in accordance with the Collective Bargaining Agreement. This cost must not include the costs of textbooks, class materials, or any other miscellaneous fees.

Please check this box if the college/university has agreed to defer payment.

The BASD employee must supply one of the following as proof of deferment:

- a copy of a tuition bill clearly stamped "Payment Deferred" by the college
- an original copy of a tuition bill and a second tuition bill for the same semester with a later due date (indicates deferment)
- a copy of a completed and approved deferment application form

If the employee has arranged deferred payment but is unable to produce proof of such agreement, the Registrar or Graduate Office of the college/university must complete **SECTION II** of this form.

SECTION II

College/University Name:	
College/University Official (signature):	
Title:	Date:

SECTION III

By my signature below, I confirm that the above information is correct to the best of my knowledge.

Employee Signature

Date