

Course Approval/Tuition Reimbursement Forms- Submittal Process Instructions

Please include all completed forms in one packet.

***NOTE: Before proceeding, all forms must be approved by the Superintendent!
Upon approval, forms will be scanned and copied to you and your personnel file.***

✓ **CSEA Application – Approval of Courses and Tuition Reimbursement Form**

- Include back-up information on course
- You are responsible for registering yourself

✓ **Purchase Requisition Form**- for Course Fee Reimbursement

- Submit completed requisition along with application (with yourself as vendor)

After Completion of Course(s):

✓ **Reimbursement Form**

- *All* reimbursement forms *must include* evidence of passing the course with a B or better for graduate course.
- Receipt showing the amount of tuition paid (cancelled check, bursar's receipt or credit card bill). Registration fees and lab fees are considered part of the tuition for refund purposes.



Accredited by the Middle States Association/Council on Elementary and Secondary Education

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CSEA - APPLICATION

APPROVAL OF COURSES AND TUITION REFUND

APPENDIX A

DATE OF APPLICATION: _____

NAME OF EMPLOYEE: _____

NAME OF COLLEGE OFFERING COURSE: _____

NAME OF COURSE(S): _____

NUMBER OF COURSE(S): _____

COURSE DATE(S): _____

SEMESTER OFFERED: _____ DEPARTMENT: _____

CREDITS: _____

TOTAL (actual) TUITION AND FEES: _____

Tuition Eligible for 100% reimbursement: Yes No

Approved: Yes No

SUPERINTENDENT'S SIGNATURE: _____ DATE: _____

After completion of approved course, the employee must submit the following with a reimbursement form:

- Evidence of passing the course with a B or better for graduate courses/or evidence of attendance for 15 hours per credit for non-credit bearing pre-approved course.**
- Receipt showing the amount of tuition paid (cancelled check, bursar's receipt or credit card bill).
Registration fees and lab fees are considered part of the tuition for refund purposes.**

FOR OFFICE USE ONLY

Superintendent Secretary/District Clerk:

Initial/Dates

Requisition Form Completed/Received	____/____
Approved Originals Scanned to Employee	____/____
Approved Originals Submitted to Business Office	____/____
Copy in Personnel File	____/____
Credits entered in Finance Manager	____/____

Business Office:

Purchase Order Created/Approved	____/____
Purchase Order Approved	____/____
Tuition Reimbursement Paperwork Received	____/____
Tuition Reimbursement Approved/Processed	____/____

