



**APPLICATION FOR TUITION REIMBURSEMENT
JANUARY 2021 THROUGH DECEMBER 2021**

Employee's First Name _____ Employee ID # _____
Employee's Last Name _____ Last 4 Digit of SSN xxx – xx – _____
SDP Email Address _____ Contact Number _____

Job Classification. Check One:

- ☐ Non-Teaching Assistant ☐ Recertifying Teacher (teachers who do not hold a Level 2 certification)
☐ Secretary ☐ Paraprofessional ☐ School Operations Officer
☐ Para-Technical ☐ Other: _____

Eligibility: Tuition reimbursement is provided for paraprofessionals, non-teaching assistants, secretaries, non-degreed professional/technical members assigned to the bargaining unit and teachers who need to be re-certified according to the Agreement between The School District of Philadelphia and the Philadelphia Federation of Teachers. Reimbursement is not given for tuition covered by grants received from another program.

List completed courses:

Course Title and Number	Name of College/University	2021 Semester			Total Credits	Cost
		Spring	Summer	Fall		

Amount of Tuition Reimbursement Requested: \$ _____
(Approved candidates will receive up to a maximum of \$600.)

I hereby acknowledge that the information listed above is accurate.

Employee's Signature: _____ Date: _____

DID YOU REMEMBER TO...

- ☐ Fill out this form completely and clearly.
☐ Provide proof of payment for completed courses.
☐ Order an official sealed/unopened transcript.



Send all 3 required documents in by **March 11th**. Unfinished documents will not be processed.