

# APPLICATION FOR CREDIT REIMBURSEMENT

NAME: \_\_\_\_\_ BUILDING: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

UNIVERSITY/COLLEGE ATTENDED: \_\_\_\_\_

DATES: \_\_\_\_\_

COURSES:	COURSE NO.:	NUMBER OF CREDITS:	COST PER CREDIT:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The following items must be submitted along with this form to ensure timely submission for approval:

- Transcripts to verify course credits awarded and grades
- Tuition cost (tuition course ONLY other fees not included)
- Proof of payment receipts to verify the above

**NOTE:**

- As per negotiated agreement – the maximum approved rate for approved graduate course credit is \$519.00 (1/2 of Pitt Graduate Credit of \$1038.00) for the 2023-2024 school year.
- All Tuition Reimbursements must be submitted and approved by the Gateway Board of School Directors at their regular monthly meeting. Tuition checks cannot be distributed until approved.
- If this reimbursement application is for the final 50% payment, submit transcript showing degree awarded or certificate showing added area of certification.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### For Personnel Office Use Only

Number of Credits: \_\_\_\_\_

Tuition Cost: \$ \_\_\_\_\_

50%: \$ \_\_\_\_\_

First Payment: \$ \_\_\_\_\_

Second Payment: \$ \_\_\_\_\_

Authorized: \_\_\_\_\_

Date: \_\_\_\_\_

Budget:

BLDG	ASN	
CSE	0264	
RAM	0266	
EV	0267	
UP	0268	
MSMS	0269	
GMS	0270	
GHS	0271	
ADM	0263	

TO PAYROLL: \_\_\_\_\_