

Carrizo Springs Consolidated Independent School District
Curriculum Office

REQUEST FOR REIMBURSEMENT
COLLEGE EXPENSES OF EMPLOYEES

Reimbursement Requirements:

1. Applicant must agree to continue employment with CSCISD for two years following college expense.
2. Applicant agrees to reimburse the district if two years of employment do not follow the last year of college expense assistance, unless release by the board on such a commitment.
3. Receipts for books or proof of registration for examination fee reimbursement (or receipt) are required for these expenses. Reimbursements for these are immediately after proof is provided.
4. Tuition and fees will only be reimbursed at the end of the semester when proof of completion (grades or academic evaluation) is submitted.
5. **Degree Plan must be submitted** with receipts of tuition, fees and textbooks to Curriculum office.
6. The annual expense reimbursement is limited to \$1,000.00 for each applicant. The reimbursement period begins on September 1st and ends on August 30th.
7. College or University must be an accredited institution.
8. Applicant must have a degree plan on file at Curriculum office.

REQUEST FOR REIMBURSEMENT
FOR TESTING FEES TOWARDS CERTIFICATION

1. Receipts for teacher certification fees must be submitted to Curriculum Office for reimbursement.
2. Applicant must agree to continue employment with CSCISD for two years following testing fee reimbursement.
3. Applicant agrees to reimburse the district if two years of employment do not follow the last year of testing fee reimbursement assistance, unless release by the board on such a commitment.
4. The reimbursement period begins on September 1st and ends on August 30th.

I understand that when I accept a reimbursement for college expenses or for testing fees, I agree to continue employment with the district for a least two years from the date of the last reimbursement unless otherwise released by the board of trustees of this commitment.

Printed name

Signature

Date