**EVERETT AREA SCHOOL DISTRICT CREDIT REIMBURSEMENT REQUEST**

ONLY 9 CREDITS PER EACH CONTRACT YEAR WILL BE REIMBURSED

\*Maximum reimbursement amount per credit is $333 – per EAEA contract Article VI, Section N\*

Per EAEA contract Article VI, Section N, Paragraph 4.) Any employee that participates in the credit reimbursement program agrees to work in the District for a minimum of two (2) full years after completion of the course(s). Failure to complete two (2) full years of service will require that the employee refund the payment of the course(s) taken within the previous two years.

Submit requests to Central Office, 427 E South Street, Everett PA 15537, along with original transcript and cancelled check or other proof of payment. They will be copied and returned to you. Reimbursements are made on the day following the monthly Board meeting (third Thursday). Requests must be submitted to the Central Office by the first day of the month for payment in the same month. Attach signed approval application for non-degree courses.

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| --- | --- | --- | --- | --- | --- |
| Name of Course | Course Number | No of  Credits Earned | Date Course Began | Date Course Completed | Amount  Paid  per Credit |
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Date of Employment with Everett Area School District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Employee’s Signature Date

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BUSINESS OFFICE USE ONLY:

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| --- | --- | --- | --- | --- | --- |
| Name of Course | No of Credits | Pay Per Credit | Total | Date Paid | Year Earned |
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Business Manager Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent Date