REQUEST FOR TUITION PAYMENT FORM

Use one form for each course. Each form must be accompanied by:

✓ Copy of the approved course request form.
✓ Transcript
✓ Proof of payment of tuition charges (copy of a canceled check, credit card receipt, student account statement of charges and payments from the institution, etc.).

Please Print

Date: _____________________________ Name: _____________________________________________

Assigned School: _____________________________

Course Title: _____________________________ Date Approved: __________

Name of Institution Granting Credit: _____________________________

Semester Hours of Credit to be Awarded __________

Date Class Began: __________ Date Class Ended: __________

Tuition Costs: $____________________

Other Required Fees (Specify) $___________________

$__________________

Total Charges Eligible for Reimbursement: $____________________

ARTICLE XVIII – Tuition Payment

A. Reimbursement subject to the limitations set forth in Article XVIII of the CTA contract. An official college transcript must be furnished before payment is made.

B. Courses taken under this Article must have a reasonable relationship to the teacher’s assignment and must be approved in advance by the Superintendent of Schools.

FOR SUPERINTENDENT’S OFFICE ONLY

Verification

☐ Copy of the approved course request
☐ Transcript
☐ Proof of payment of tuition charges

Amount Authorized for Payment: $____________________

Superintendent’s Signature _____________________________ Date: _____________________________

3/2017