



# Carbon Lehigh Intermediate Unit #21

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## APPLICATION - TUITION REIMBURSEMENT

To apply for reimbursement of completed courses, fill out this form listing courses separately and send to the Human Resource Director along with official transcripts or official grade report and receipt of payment for course.

Name \_\_\_\_\_

Date \_\_\_\_\_

Submission for reimbursement is conditional upon: (1) pre-approval of course (electronic), (2) submission of transcripts or grade report (must show student name and college name), (3) completion of course with an acceptable grade, (4) submission of paid receipt showing charges for the class and a zero balance, college name and student name, and (5) submission of this form by the timeline below.

**CLEA Staff Only:** Employees eligible for tuition reimbursement employed with CLIU less than three calendar years will not be reimbursed for approved credits until the October Board Meeting of the following fiscal year for credits approved for the previous fiscal year. The employee, even though not reimbursed until the October Board Meeting of the following fiscal year, must submit all required documentation by the dates noted below. The employee is only eligible for reimbursement if he/she is employed with the CLIU on or after October 1<sup>st</sup> of the following year.

Classes taken in the Fall semester – no later than March 1st of following calendar year.

Classes taken in the Spring semester – no later than July 1st of same calendar year.

Classes taken in the in the Summer semester – no later than October 1st of same calendar year.

### (1<sup>st</sup> Course)

Name of Course \_\_\_\_\_

Course Number \_\_\_\_\_ Graduate or Undergraduate \_\_\_\_\_

Number of Credits \_\_\_\_\_ Cost of Credit \_\_\_\_\_

College or University \_\_\_\_\_

Beginning Date of Course \_\_\_\_\_ Grade Attained \_\_\_\_\_

Ending Date of Course \_\_\_\_\_

### (2<sup>nd</sup> Course)

Name of Course \_\_\_\_\_

Course Number \_\_\_\_\_ Graduate or Undergraduate \_\_\_\_\_

Number of Credits \_\_\_\_\_ Cost of Credit \_\_\_\_\_

College or University \_\_\_\_\_

Beginning Date of Course \_\_\_\_\_ Grade Attained \_\_\_\_\_

Ending Date of Course \_\_\_\_\_

### Office Use

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Credits at \$ \_\_\_\_\_ a Credit = \_\_\_\_\_

\_\_\_\_\_ Human Resources Approval

\_\_\_\_\_ Date

**Helping Children Learn**

*"CLIU is a service agency committed to Helping Children Learn."*