

**FULLERTON SCHOOL DISTRICT  
CLASSIFIED PERSONNEL**

**TUITION REIMBURSEMENT APPLICATION**

The Fullerton School district will provide up to \$500.00 per year for tuition reimbursement for college-level coursework taken by an employee that improves work-related skills or is of a benefit to the District.

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

Site and Job Title: \_\_\_\_\_

Name of Course/Courses: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

Name of College/Educational Facility: \_\_\_\_\_

Tuition \_\_\_\_\_

Mandated Fees \_\_\_\_\_ (do not include parking fees)

Textbook(s) \_\_\_\_\_ (course/text syllabus is required for textbook reimbursement)

Other \_\_\_\_\_ (supplies and materials must be reviewed by the committee)

**TOTAL COSTS \$** \_\_\_\_\_

Brief explanation as to why the course will improve work-related skills or is of benefit to the District:

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

Please forward this application to the Classified Personnel Department. To qualify for reimbursement you must receive a grade of "C" or better or show a "pass" if applicable. Reimbursement is approved only after verification of payment for registration, books and supplies are furnished. Final grade verification must also be provided.

1. No reimbursement payments will be made for grants or full-funded reimbursement programs. Tuition Reimbursement will be funded only for direct payment of student loans. To qualify for this reimbursement, applicant must submit loan documents and full college-billing statements.
2. Reimbursement will not be made for post Bachelor's degree credits unless it is for work related units, which do not go toward a credential and/or advanced degree.
3. Reimbursement will be made for a course of study and is not intended to fund work related conferences and/or in-services.
4. Reimbursements are made for textbooks, tuition and mandated fees. Other materials are subject to review and approval by the Tuition Reimbursement committee.

Information concerning tuition reimbursement can be found on the Fullerton School District web site under Classified Personnel/CSEA Articles of Agreement, Article 6.8. The web site address is: [www.fsd.k12.ca.us](http://www.fsd.k12.ca.us).

*Original needs to be turned into Classified Personnel as soon as tuition and books are purchased.  
Once classes are completed, submit final grades to Classified Personnel.*

Committee Approval     YES     NO