

**ADMINISTRATOR ADVANCED COURSEWORK
TUITION REQUEST FORM**

Due no later than June 30, 2024, to Chad Golden, Executive Director, Human Resources

Name_____

Staff ID _____ School/Department_____

Program (i.e., Pro-Cert, Masters, Doctorate, Continuing Ed.)_____

College/University_____

Length of Program/Time Remaining_____

Description of Program_____

Status: _____ Making application soon

 _____ Application submitted and waiting for confirmation of acceptance

 _____ Admitted to program

Estimated cost per quarter/semester_____

Estimated cost September 1, 2024-August 31, 2025 _____

Note: Approved tuition reimbursement for an advanced degree requires the EASA member to remain employed with Everett Public Schools for at least one year following the conferral of the degree. The EASA member will be required to repay the total amount of the tuition reimbursed should they choose to leave the district before the one-year requirement. The district reserves the right to release the EASA member prior to the one-year period.

Office use only:

Reimbursement approved:_____ Amount:_____

Tuition Reimbursement Form Submitted for Payment:_____