

**CORONA – NORCO UNIFIED SCHOOL DISTRICT**  
**Classified Professional Growth Tuition Reimbursement Form**

\*Per Section 7.11(a) of the CSEA Collective Bargaining Agreement, the District shall annually reimburse the costs of tuition, mandatory fees, and/or the costs of books for bargaining unit members who take courses at qualifying institutions where such courses are reasonably related to the position held by the unit member or are reasonably related to positions within the District for which the unit member could expect to become qualified. Unit members, upon written request shall be eligible for an amount of up to \$700 dollars a semester and up to \$1,400 dollars a year.

<b>PART 1: EMPLOYEE INFORMATION/COURSE INFORMATION AND EXPENSES</b>						
Employee Name:					Claim Date:	
Position:		School/Department:			Phone Contact:	
Address:		City/State:			Zip Code:	
Course/Conference/Workshop Description and Expenses						
Original Receipts Required (Please Attach)	Class/Conference/Workshop Name(s) & Number(s)	College and/or Qualifying Institution	Begin Date	End Date	Tuition and/or Registration Cost	Books and/or Materials Cost
<b>Total Claim:</b>						

Please explain how the class(es)/conference(s)/workshop(s) is/are reasonably related to the position held by you or are reasonably related to positions within the District for which you could expect to become qualified.

**\*\*Must attach proof of successful completion.**

Employee Signature:	Date:
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<b>PART 2: HUMAN RESOURCES, CSEA, and BUSINESS VERIFICATION (to be completed by DO only)</b>	
Previous Reimbursement:	Date:
Current Reimbursement:	Date:
Eligible: <input type="checkbox"/> Not Eligible: <input type="checkbox"/>	Budget Code: 01-5890-000-2700-0000-0091-0
HR Authorizing Signature:	Date:
CSEA Authorizing Signature:	Date:
Business Authorizing Signature:	Date: