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PROFESSIONAL / SUPPORT STAFF TUITION REIMBURSEMENT APPLICATION

All requests must be received sixty (60) days prior to the beginning of class.

Name:

Date:

Home address:

Hire date:

Years of service:

Job Title:

Department/School:

Degree and major course of study:

Name of educational institution:

Address:

Amount of funds requesting:

Start Date:

Anticipated Completion Date:

Provide a detailed explanation of how the degree or courses relates to employees duties in the Altar Valley School District and how are students will benefit:

Upon successful completion of approved courses, the employee will be eligible for reimbursement of tuition. Within thirty (30) days the employee must present to the superintendent, official transcript/certification of successful course completion and a receipt for tuition paid.

Challenging Every Student To Achieve Excellence