

Support Document II



**REQUEST FOR REIMBURSEMENT OF
TUITION FEES**
Teachers' Professional Improvement Committee



NAME _____ DATE _____

SCHOOL _____

In order to accurately forecast the allocation, which will be required for refunding tuition fees, we require ALL teachers anticipating reimbursement to complete the form below. Please check off the session that you are requesting reimbursement for taking into account the **deadline date**.

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Autumn deadline: September 30th;

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Winter deadline: January 30th;

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Spring deadline: May 29th;

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Summer deadline: June 30th.

Official receipts and original transcripts indicating successful completion of courses are still required. These documents need only be sent once all courses have been completed in each session. **Official transcripts are only necessary if you are also requesting a change in schooling.**

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PLEASE NOTE THAT ONLY THOSE TEACHERS WHO HAVE RETURNED THIS FORM
WILL BE ELIGIBLE FOR REIMBURSEMENT FOR COURSES TAKEN.
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COURSE TITLE	COURSE CODE	INSTITUTION	NUMBER OF CREDITS	FEES

Kindly return this form to Human Resources before the deadlines stated above.