

TUITION GRANT – REQUEST/REVIEW OF CLASSES

Please submit to your Supervisor prior to enrollment in any class. The Site Supervisor will approve and forward to the Director.

- I am requesting a review of the following classes which I feel are eligible for reimbursement under the Tuition Grant Reimbursement Program.

- I am requesting review of class only to determine eligibility for education leave. I am not requesting reimbursement.

COURSE NAME	CREDIT HOURS	DATE CLASS BEGINS

Attached is documentation that no other funding source is available for course(s):
 _____ Letter from college/university stating amount of financial aid received **OR** letter stating that student is not eligible for financial aid. Please mark this NA if you are only requesting education leave.

Reasons why these courses are related to my employment with PACT:

Staff's Signature _____ Position/Title _____ Date _____

I have reviewed the request of _____ to enroll in the above coursework. We have determined a day and time for weekly education leave.

Supervisor's Signature _____ Date _____

_____ This approval signifies that the above listed course(s) are allowable under federal regulations and are eligible for reimbursement and/or education leave under the PACT Tuition Grant Reimbursement Program.

_____ This coursework does not meet federal regulations. Reimbursement under the Tuition Grant Reimbursement Program and education leave are not allowable.

Reason: _____

Executive Director's Signature _____ Date _____