

LEA/LSD TRAINING GRANT

Tuition Application

Name: _____

Phone: _____

Worksite: _____

Check One:

A. Prior Approval Application – Fill out Part A below.

B. Request for Reimbursement (You have completed the coursework) – Fill out Part B below.

Part A: I hereby request prior approval of tuition reimbursement as provided under Article VII, Section K, of the Master Labor Agreement between the Lansing Educational Assistants, MEA/NEA, and the Lansing School District. I certify that said course work, itemized below, is related to the content or performance of my current assignment with the Lansing School District. I further certify that no more than sixty (60) calendar days will pass without submitting proper proof of passing this course work.

Term/Semester and Year Being Applied For _____

College or University	Course Name	Course Number	Number of Credit Hrs.	Cost of Credit Hrs.

Applicant's Signature _____ Soc. Sec. Number _____ Date _____

Total Amount Requested \$ _____

Amount Prior Approved: \$ _____ LEA Signature _____ Date _____

LSD Signature _____ Date _____

Part B: I hereby request tuition reimbursement for the course work itemized below as provided and Article VII, Section K, of the Master Agreement between the Lansing Educational Assistants, MEA/NEA, and the Lansing School District. I certify that said course work is related to the content or performance of my current assignment.

Term/Semester and Year Being Applied For _____

College or University	Course Name	Course Number	Number of Credit Hrs.	Cost of Credit Hrs.

Total Amount Requested \$ _____

I am attaching to this Part B request the following:

A report card showing the course completion grade.

A receipt showing method and amount of payment for the coursework.

Applicant's Signature _____ Soc. Sec. Number _____ Date _____

Total Amount Requested \$ _____

Amount Prior Approved: \$ _____ LEA Signature _____ Date _____

LSD Signature _____ Date _____

Make a copy for your records and return this completed form to the LEA Office, 1480 Kendale Blvd., Suite 300, East Kendale Blvd., East Lansing, MI 48823, or return through courier to the LEA Office, attention: David C. Hockaday.