

2411 Pathways Crossing
Belleville, IL 62221



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APPLICATION FOR TUITION REIMBURSEMENT – LOCAL 6600 EDUCATION INCENTIVE

*In order to receive reimbursement, an "Application for Course Approval" must have been approved prior to starting and completing any course that reimbursement is being requested for.

Employee Name: _____

COURSE NUMBER	CREDIT HOURS	BEGIN DATE	END DATE

Was the course(s) listed above completed? (Yes or No):

Total cost of tuition and associated course fees: \$ _____

The following documents should be attached to this document when submitting for approval:

Proof of Tuition Cost: provide documentation that specifies the course name/number, semester, and itemized tuition/course fees that matches the amount listed above

Proof of Payment: provide documentation that you paid for the course tuition/fees in full. Documentation can include a copy of a canceled check or a copy of an online receipt/statement if payment was made electronically

Proof of Course Completion: provide either a transcript (official or unofficial) or copy of a final electronic grade report that demonstrates satisfactory completion of the course

*This application and all required documentation must be submitted to the BASSC Business Office within 30 days of course completion in order to be eligible for reimbursement.

Employee Signature: _____

Date: _____

BASSC BUSINESS OFFICE USE ONLY

Amount Reimbursed: \$	Check Number:
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