EDUCATIONAL SUBSIDY PROGRAM REIMBURSEMENT FORM
To be submitted upon successful completion of each course

(Please note, this form does not need to be completed for tuition fee reimbursement for courses taken at Newman Theological College (NTC) as STAR Catholic is invoiced directly by NTC. However, the form still needs to be completed for NTC courses insofar as regards the reimbursement of textbook costs.)

NAME: ____________________________________________________________

SCHOOL: __________________________________________________________

Name of Course Completed: __________________________________________

Actual Expenditure:

Tuition Fees* (attach receipts): ______________________________________
Textbooks (attach receipts): __________________________________________

Copy of transcript indicating successful course completion is: attached:____ not attached:____

Explain if copy is not attached: _______________________________________


FOR OFFICE USE ONLY

DATE: ________________________________

Cost Incurred:

Cost of Tuition: $____________________
Cost of Textbooks: $___________________

Cost Reimbursement:

Tuition** $____________________
Textbooks ** $____________________
100% of Textbooks (NTC): $____________________

Total Reimbursement $____________________

APPROVED

_________________________________________
Assistant Superintendent

Date Paid: ________________________________

* Please list only the cost of tuition itself. Reimbursement of tuition will not include student services, registration, transcript, or other related fees.

** Reimbursement rate for Tuition and Textbooks: Certified Staff (75%), Support Staff (100%)

Certified Staff: If the course is from an institution outside of Alberta the cost of tuition will be reimbursed at 75% of actual cost, or 75% of equivalent cost of a University of Alberta undergraduate or graduate course, whichever is least.