EDUCATIONAL SUBSIDY PROGRAM REIMBURSEMENT FORM

To be submitted upon successful completion of <u>each</u> course

(Please note, this form does not need to be completed for tuition fee reimbursement for courses taken at <u>Newman Theological College</u> (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.