

SUPPORT EMPLOYEE TRAINING ASSISTANCE FORM

Support school employees who want training funded by the school system must complete this form, submit the form to the Assistant Superintendent and receive approval notice prior to the beginning of the training.

Employees who resign or are terminated by the school division prior to reimbursement will not receive payment. Employees who receive reimbursement from the Tuition Reimbursement Program shall agree to work for King George County Public Schools for one school calendar year after receipt of the assistance. If the employee does not return to honor the commitment or is terminated by the school division within the one school calendar year after receiving the tuition reimbursement, he or she is obligated to reimburse King George County Schools for the amount paid from the Tuition Reimbursement Program.

The School Board will accept direct billing from training institutions. If the employee pays for the course, the School Board will reimburse the employee for the course upon receipt of a copy of the cancelled check or payment receipt. Textbooks are not reimbursable.

Name: _____ Date: _____
School: PES KGES KGMS KGHS SES SBO Position: _____
(Circle One)
License Held: _____
Title of Training: _____ Location of Training: _____
Start Date of Training: _____ Charge: _____
I wish to apply for training assistance in the amount of \$ _____.
Reason for Training: _____

Signature of Applicant Date

Signature of Principal/Supervisor Date

For Central Office Use Only

_____ is approved for \$ _____
Training assistance to take _____.

Assistant Superintendent Signature Date

Finance Code: _____
Request#: _____

Rev. 8/26/09