

Tuition reimbursement forms are **only** for Clerical and Educational Assistants employed at APS.

*Download forms at: www.aps.edu
Departments /Human Resources/Compensation/Documents*

Courses are only reimbursed if taken at CNM, have a grade of C or better, within the last year and forms attached.

In order for your request to be processed and paid you must submit the following:

- **Official CNM transcripts (unopened)**
- **Original paid receipts for classes and/or books**
(paid receipts for classes must be stamped as paid by CNM cashier's office)
- **Tuition reimbursement form must be filled out completely. (see attached)**

Note: Please complete a separate form for each semester.

Submit forms to Gilesa Amos in the Human Resources Department, Suite 200E.

If you have any questions please contact Gilesa Amos 889-4852.

Albuquerque Public Schools
Course Reimbursement Form
School Year: _____

Circle Term: Spring Summer Fall

Course #	Course Title	Grade (Must be a C or better)	Book Amount	Course Amount

Book total \$ _____

Course total \$ _____

Total Reimbursement Requested \$

Name

Employee #

Work Phone #

Location #

Job Title

Home Address

City

Zip Code

Signature

Date

Office Use Only

Date Received _____

Accounts Payable _____

Approved by HR Admin. _____

Official Transcripts received _____

Control Agent _____

Finance _____

EA Acct Unit:99809502200*533300 **Sec/Clerk** Acct Unit:99809502200*533300 **Company 1100**

**Albuquerque Public Schools
Course Reimbursement Form**

School Year:

Tape original receipts for registration and course fees and books to this page.

Name

Employee #

Date