EMPLOYEE COURSE REIMBURSEMENT

SCHOOL DISTRICT 57
2100 Ferry Avenue, Prince George, BC V2L 4R5
250 561 6800 • www.SD57.BC.ca

If your post-secondary courses qualify for a tuition tax credit, you will receive a tax certificate (T2202A) from the post-secondary institution. When you are preparing your personal income tax return, please be aware, you cannot claim the tuition amount on your tax certificate for any tuition fees that were reimbursed to you by your employer.	THIS APPLICATION SHOULD REACH THE HUMAN RESOURSES DEPARTMENT ***PRIOR TO THE COMMENCEMENT OF THE COURSE***. APPLICANTS SHOULD REFER TO RELEVANT SECTIONS OF THE CURRENT SALARY AGREEMENT AND TO DISTRICT NO. 57 POLICY

☐ CUPE ☐ PGDTA

PERSONAL DATA

SURNAME	**FIRST NAME**	
PHONE NUMBER	**EMPLOYEE NO.**	**POSITION**
STREET ADDRESS		
CITY	**POSTAL CODE**	**SCHOOL/WORKPLACE**

CREDIT COURSE *(USE ONE FORM FOR EACH COURSE)*

COURSE NAME & NUMBER	**CREDITS**	**TUITION FEE** $
RECOGNIZED EDUCATIONAL INSTITUTION	**COURSE START DATE**	
COURSE LOCATION	**COURSE END DATE**	

NON-CREDIT COURSE *(USE ONE FORM FOR EACH COURSE)*

COURSE NAME & NUMBER	**TUITION FEE** $
RECOGNIZED EDUCATIONAL ORGANIZATION	**COURSE START DATE**
COURSE LOCATION	**COURSE END DATE**

COURSE REIMBURSEMENT WILL BE AUTHORIZED WHEN TRANSCRIPTS/OR PROOF OF ATTENDANCE AND ITEMIZED ORIGINAL FEE RECEIPTS HAVE BEEN SUBMITTED.

EMPLOYEE SIGNATURE **DATE SIGNED**

HR MANAGER SIGNATURE **DATE SIGNED**

OFFICE USE ONLY

C	O	U	R	S	E	/	M	M	M	Y	Y	Course Reimbursement	**Vendor No:**
												Description	

	FUND	PROJECT	ACCOUNT	COST CENTRE	APPROVED REIMB. AMOUNT
PGDTA	1	0000	102	34040	911	$
CUPE	1	0000	102	34020	911	$
CUPE SIA	1	0000	102	34021	911	$

HR MANAGER SIGNATURE **DATE SIGNED**