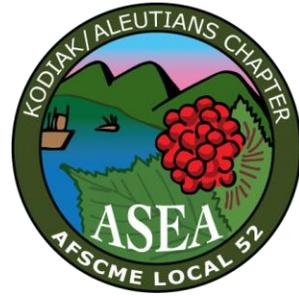


# Alaska State Employees Association Kodiak/Aleutians Chapter Member Tuition Reimbursement Application Form



## Eligibility and Procedures

The Kodiak/Aleutians Chapter of the Alaska State Employees Association (ASEA) offers a tuition reimbursement program for members in good standing. Please call ASEA Headquarters in Anchorage to verify your status prior to applying (907-277-5200 or 800-478-2732).

Tuition reimbursements are available to current chapter members aspiring to further their education for personal fulfillment and/or professional development that is not sponsored or reimbursed by the State of Alaska. Two tuition reimbursements of \$500 (or cost of course if it is less than \$500) are available every fiscal year to members that are taking courses in the current or upcoming school year. Classes may be for personal or professional development purposes. Tuition reimbursement may be awarded to members under two scenarios:

- 1) the member intends to or has already registered for a course but has yet to pay for and/or complete the course
- 2) the member has already paid for and/or completed the course

Under scenario 1, a member who intends to or has already registered for a course but has yet to pay for and/or complete the course needs to complete this Tuition Reimbursement Application Form (please print legibly) and submit it to the Chapter President. At the next regular chapter meeting, all applicant names will be placed in a hat and a winner will be drawn. The winner will be issued an award letter and a check will be issued after submission of proof of course registration.

Under scenario 2, a member that has already paid for and/or completed a course needs to complete this Tuition Reimbursement Application Form and submit it to the Chapter President (please print legibly) along with proof of course payment. At the next regular chapter meeting, all applications will be placed in a hat and a winner will be drawn and issued a check.

## Personal Information

Chapter Member Name: \_\_\_\_\_

Department and Job Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Course Information

Name of College/University/Institution: \_\_\_\_\_

Field of Study and Course Name: \_\_\_\_\_

Course Beginning Date: \_\_\_\_\_

Course Ending Date: \_\_\_\_\_