



**Regis Catholic Schools**  
**Request for Credit Reimbursement**  
**& Continuing Educational Programs**  
**Application**

Date: \_\_\_\_\_ Employee name: \_\_\_\_\_

Job Location: \_\_\_\_\_ Job title: \_\_\_\_\_

Date Hired: \_\_\_\_\_ Previous job titles at Regis: \_\_\_\_\_

Circle One: Credit Reimbursement

Educational Assistant Program (Section 127 Program)

Master's Programs: Leadership or Administration Program

Degree sought (if applicable): \_\_\_\_\_

Name of institution: \_\_\_\_\_

Address of institution: \_\_\_\_\_

**Course Expenses:**

Tuition	\$
Fees	\$
Books/materials	\$
Total cost	\$

Please attach a brief outline of the courses included in the program from the college catalog or program brochure (necessary for initial request only).

Or if a single course please include the title and description provided by the University.

Course dates: \_\_\_\_\_ to \_\_\_\_\_

Development objective (what long-term goal is this program/course intended to help you reach):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that if this request is approved, I may be required to sign a Program/Retention Agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
RCS President Approval

\_\_\_\_\_  
Date

This will qualify me to change lanes on the salary schedule:            Yes    No

\*Reimbursement based on RCS policy will be given upon successful completion of course. You must submit proof of tuition/fee payment and grade report or transcript.