



FOR DELEGATE STAFF ONLY
Delegate Pre-Approval & Request for Tuition
Reimbursement

Applicant Name: _____

Email Address: _____

Home Address: _____

Job Class: _____

City, State, Zip: _____

Home/Contact Phone: _____

SETA/Delegate Agency: _____

Work Phone: _____

Job Site: _____

Direct Supervisor's Name: _____

Course Information & Pre-Approval:

Instructional Institution: _____

Semester/Quarter Start Date: _____ Semester/Quarter End Date: _____ Late Registration Deadline: _____
 (MM/DD/YYYY) (MM/DD/YYYY) (MM/DD/YYYY)

Course	Units	Tuition	Books (SUBMIT reading lists)
		TUITION SUBTOTAL: \$	BOOKS SUBTOTAL: \$
TOTAL Amount Requested for Reimbursement: \$			

I am working towards an: AA BA MA Permit Certificate Other: _____

I have completed an educational "roadmap" with an advisor/counselor at a community college or university. YES NO

I have a current Individual Staff Development Plan (ISDP) and the course work is included in the plan. YES NO

Applicant's Signature: _____ **Date:** _____

This signature certifies this CIP applicant is a Head Start paid employee and is eligible for the Head Start Career Reimbursement Program (CIP). I verify, to the best of my knowledge, this CIP applicant is not being reimbursed by other delegate agency Head Start funds for the same coursework.

Delegate Director or Designated Staff (pre-approval) _____ **Date:** _____

Name (Printed) _____ **Email:** _____ **Phone:** _____

FINAL APPROVAL FOR REIMBURSEMENT

This section is for final approval only and should be signed **after** completion of the coursework and **prior** to submission to SETA for reimbursement.

This signature certifies this CIP applicant is a Head Start paid employee and is eligible for the Head Start Career Reimbursement Program (CIP). I verify, to the best of my knowledge, this CIP applicant is not being reimbursed by other delegate agency Head Start funds for the same coursework.

**Delegate Director's or Designated Staff Signature (Required)* *Date* *HS/EHS/EHS-CCP (please designate one allocation)*

TO BE REIMBURSED, YOU MUST FOLLOW THESE INSTRUCTIONS:

The Tuition Reimbursement Program will provide funds for staff to assist them in continuing their professional growth, which may include under-

