

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

*Download forms at: [www.aps.edu](http://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:99809501000\*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.

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**Name**

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**Employee #**

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**Date**