



Head Start Parent Tuition Reimbursement

Parents of children currently enrolled in the Head Start program shall be eligible for tuition reimbursement for course work completed at accredited schools and colleges, vocational and certificate training programs. Tuition reimbursement shall not exceed \$300/semester, for a total of two semesters. Such reimbursement will only be applicable for the actual cost of tuition and books of the course and other mandatory student fees for which the parent receives no other funds from any other source, such as government grants and scholarships. Reimbursement shall be made only for course work at accredited colleges, universities and instructional institutions (excluding graduate degree programs). For reimbursement the applicant must show proof they are not receiving financial aid by having the attached form completed by the Financial Aid office at the school of attendance.

All original receipts for books, tuition and classroom tools must be submitted with the Reimbursement Form and must be approved and signed by the Head Start Director of the child's attendance. **(This form and original receipts must be submitted with 30 days of enrollment).**

Applicant Name:		S.S.#
Home Address:		Home Phone:
Head Start Agency:		Work Phone:
Site:		HS Child's Name:
Instructional Institution:		
Semester Enrolled/Course Dates:		
ENROLLED COURSES	TUITION COSTS	COST OF BOOKS
Total Amount Requested for Reimbursement: \$		

Applicant Signature

Date

APPROVED:

Delegate Agency Director

SETA Head Start Director