



EDUCATION REIMBURSEMENT FORM

This program provides up to \$100.00 tuition reimbursement to an eligible Women’s Council of REALTORS® member after completion of an approved course. Eligible members are primary REALTORS® and national affiliate members of the St. Augustine regional chapter. The request for reimbursement of this course must be made and approved in advance. Attendance must be verifiable.

- A member may receive one grant only per calendar year. Grants are non-transferable.
• Grants are on a first come first serve basis and as budget permits.
• Member must pay for and have proof of successful completion of course prior to reimbursement being made. It is the responsibility of member to submit proof to The Governing Board within 30 days of completion to receive reimbursement.
• Course should be related to the industry of the member and will enhance his/her professional career. **Mandatory post-licensing credits are not included**
• Full or partial tuition reimbursement may be granted.
• Recipients have 6 months from the date the grant is awarded in which to attend the approved course (not retroactive). Failure to attend the course within the allotted time voids the grant.
• Recipient must hold active membership in WCR for 6 months prior to the awarding of the grant. In addition, recipient must be an active member of WCR at the time the grant is paid.

NAME _____

Office Telephone (or best number to reach you) _____

E-Mail Address _____

Office Name and Address _____

Course/Seminar you wish to attend: _____

Date: _____

Cost: _____

Why do you wish to be awarded a Tuition Reimbursement Grant? _____

Signature _____ Date _____

To be filled out by board member

Date Submitted to Governing Board for Approval: _____

Approved Date & Amount of Grant: _____

Declined Date & Reason: _____

Date Proof of Completion by Recipient: _____

Amount/Date/Check # Reimbursement: _____