



**Professional Career Development
University Tuition Reimbursement Application**

I understand that applying for tuition reimbursement indicates that I will seek full-time employment as a TVI, O&M, or VRT upon graduation. Yes No

Personal Data

Name: _____

Address: _____

Phone: _____

Email: _____

Educational Background

List any undergraduate school (s) you have attended.

Name of Institution: _____

State: _____

Dates Attended: From: _____ mo/yr To: _____ (mo/yr)

Degree or Certificate Received: _____ (type & date)

Name of Institution: _____

State: _____

Dates Attended: From: _____ mo/yr To: _____ (mo/yr)

Degree or Certificate Received: _____ (type & date)

List any graduate or post-graduate school you have attended.

Name of Institution: _____

State: _____

Dates Attended: From: _____ (mo/yr) To: _____ (mo/yr)

Degree or Certificate Received: _____ (type & date)

I am requesting reimbursement for the following:

Educational Institution attending: _____

State: _____

Term: _____ (fall, spring, summer) Year: _____

Major: _____ Full or Part-Time: _____

Total Credit Hours: _____

Degree/Certificate Sought: _____ Date Degree Expected: _____

Will you be living on campus? Yes No

Professional Experience

(List last two places of employment beginning with the current or most recent employer)

Employer: _____

City: _____ State: _____ Telephone: _____

Dates of Employment: _____

Position: _____

Employer: _____

City: _____ State: _____ Telephone: _____

Dates of Employment: _____

Position: _____

Provide the requested dollar amount for:

Tuition \$ _____

Books \$ _____

On-Campus Room and Board \$ _____

*** LHB will not reimburse students for prior expenses. This includes classes already completed or currently in process.**

Please include a short essay detailing the following:

1. Why you have chosen the field or course of study you are pursuing
2. The population you wish to work with (children, adults, or elderly persons)

Signature: _____ Date: _____

Please email the completed application to **Angie Yorke** at ayorke@lhbustries.com

Tuition Reimbursement Program Guidelines:

- Must be specializing in the field of service to persons who are blind or visually impaired (O&M, TVI, VRT, Paraprofessional,)
- Applicants must be entering their senior year in an undergraduate program, OR a graduate-student OR a paraprofessional that is currently employed and working in the field.
- Must be a U.S. citizen
- Must live and work in Missouri or the Illinois counties of Calhoun, St. Clair, Monroe, Madison or Jersey
- **Must attend an accredited university and program**
- Must have passing grades for reimbursement
- Reimbursement will be available for tuition, books, and on- campus room & board per semester
- Maximum reimbursement amount of \$3000 annually
- Applicants can re-apply each semester
- Applicants will be accepted on a first-come-first-serve basis
- Must apply and be accepted for reimbursement before classes begin
- LHB will not reimburse students for prior expenses. This includes classes already completed or currently in process of completing.
- Will not accept applicants who have access to DESE-funded scholarships.