



**City of Laredo's
25-26 Spring & Summer Tuition
Returning Reimbursement Program
Document Submittal Checklist
Prior Program Participants**



“Creating Leaders by adding value through learning opportunities!”

Employee’s Name: _____ Emp, ID#: _____

Dept./Div.: _____ Phone #: _____

e-mail address: _____

Required Forms: Person receiving forms - please initial on the line by the forms being submitted, once completed, time-stamp document and give employee a copy.

N/A Application for Tuition Reimbursement Program

N/A Tuition Reimbursement Agreement

N/A University Acceptance Letter

___ Program Curriculum/Degree Plan

___ Documentation of Classes enrolled in

___ Original Invoice/Receipt of Payment

The City of Laredo is currently accepting applications for Tuition Reimbursement ONLY for the following sessions.

Deadlines to submit Enrollment documents, Attendance & Grades:

SEMESTER REGISTERED FOR	Deadline for submitting Application	Deadline for submitting Final Grade(s)
Spring 2026	March 31, 2026	May 29, 2026
Summer Semester I	June 12, 2026	July 17, 2026
Summer Semester II	July 31, 2026	August 28, 2026
Summer Semester III	July 31, 2026	Aug. 28, 2026
Summer Sub-Terms	July 31, 2026	Aug. 28, 2026

IMPORTANT - THIS REIMBURSEMENT PERIOD WILL COVER CLASSES STARTED AND COMPLETED, BETWEEN JANUARY 1, 2026 AND AUGUST 31, 2026. ANY CLASSES THAT START ON/OR AFTER SEPT. 1, 2026, WILL BE COVERED IN THE FALL/WINTER 26-27 PROGRAM, IF FUNDS ARE AVAILABLE IN THE BUDGET.