Request for Reimbursement: Tuition Credit

***Please complete the request BEFORE signing up for your class. Then when the class is approved, submit the receipt for tuition and upon the completion of the course work, proof* thereof. Reimbursement can be expected [at the appropriate pay period] after the proof of completion has been submitted.**

Date of Request: _____

Name: _____

Contractual Year: _____

Institution: _____

Course Name and Description:

*Reimbursement applications must receive the approval of the Board prior to enrollment. Upon completion of the course, the employee must submit a **grade card** reflecting a grade of "C" or better and a paid tuition receipt to receive reimbursement. [Master Contract: 14.1.1]*

Approved: _____ _____
*Designated Board Rep*resentative Date

*Not Approved:*_____ _____
*Designated Board Rep*resentative Date

Reason for Disapproval: _____
_____
_____
_____

Office Use:
Receipt submitted :_____
Transcript submitted:_____
Payment Date: _____