

Tuition Reimbursement Agreement

Prior approval must be granted before taking any course for which you expect reimbursement

Instructions: After completing course(s) fill out one tuition reimbursement agreement for each course for which you would like reimbursement. You will be eligible for reimbursement only when the form is completed and submitted with all required documents and signatures.

EMPLOYEE INFORMATION

Name: _____ Title: _____

The district may reimburse you at the rate of \$250.00 per credit hour, with a maximum of six (6) credit hours for each successfully completed course in the same given school year (up to \$1,500). Any amount greater than the maximum stated above is your sole responsibility.

COURSE INFORMATION

Name of university, college, or other institution offering the program _____

Course Name: _____

Total Credit hours for course listed above: _____

Total tuition for course listed above: _____

DOCUMENTATION REQUIREMENT

The district will reimburse you for tuition expenses when you attach ALL of the following to a completed tuition reimbursement form:

- Official documentation of transcript, i.e., original grade reports, receipts, or online transcript (no photocopies or faxes) showing a grade of "C" or better for undergraduate coursework, or "B" or better for graduate coursework.
- An original invoice or bill for tuition cost (labeled tuition) with amount.
- Proof of payment.

Employee signature: _____ Date: _____

District Administrator Signature: _____ Date: _____

For office use only

Credits approved for payment _____ x 250.00= \$ _____ amount due to employee