



Tuition Reimbursement Request

Please complete the top portion of the application and submit to the Principal for consideration **prior to enrollment**. Attach a completed payment request, for the amount to be reimbursed, to this application. Upon completion of the course(s), **an official (not a copy) of transcript or grade report** showing payment and successful completion must be turned in to the Principal for reimbursement. **This form must be completed in its entirety prior to enrollment in the course for reimbursement to be considered.**
Requests for reimbursement without prior approval will not be considered.

To be completed by the applicant:

Name: _____ Date: _____

Course Number	Course Title	College University	Credit Hrs	Grad/ Undergrad	Anticipated Completion Date	Tuition Amount	Tuition Reimb. Amount

Describe the benefits to be derived from completing the course(s) listed above.

- Required to maintain provisional CTE Educator certification
- Required to maintain license/certification 2nd Year - up to \$500
- Degree program 3rd Year - up to \$1,000
- Directly supports curriculum Beyond 4th Year - \$2,250
- Approved for reimbursement

Signature of Applicant

Date

Director's/Principal's Signature

Date

approved \$ amount

Business Manager's Signature

Date

*** All requests for salary adjustment resulting from course completion must be submitted prior to the start of the school year. (Use Education/Salary Adjustment Request)**

NO MID-YEAR ADJUSTMENTS WILL BE MADE