

**West Hartford Public Schools
Tuition Reimbursement Request Form**

Tuition reimbursement is based upon **pre-approval** of all course work. All requests must be submitted **prior** to the start date of your course. The amount of reimbursement will depend upon the cost of your course, and how many requests there are for reimbursement up to a maximum of \$1000 (FY 21-22) and \$1500 (FY 22-23). Please complete this form and submit it for approval to the Human Resources Office **prior** to the start of your course. This form can be emailed to: Linda_Marsh@whps.org.

Name: _____ Date: ____/____/____

School: _____ Position: _____

Course Information:

College/University Name: _____

Course Title: _____ Course No.: _____

Start Date: ____/____/____ End Date: ____/____/____ Graduate Credits: _____

Course Description (attach description): _____

Course Tuition Amount: \$ _____ (attach receipt and/or proof of payment)

Employee Signature _____ Date ____/____/____

For Human Resources Only:

Pre-Approval: Approved Denied - If Denied, Reason: _____

Executive Director of Human Resources _____ Date ____/____/____

Amount Reimbursed: \$ _____