

APPENDIX E-TUITION REIMBURSEMENT FORM
2018-2019 SCHOOL YEAR

Course must be finished between
June 1, 2018 and May 31, 2019

Employee Name (print) _____ Date _____

School/College in which enrolled _____

Course(s) in which enrolled (include College or University Course Number, Name of Course and the Number of Semester Hours).

Did you receive a stipend for this class? _____ Yes _____ No
If you answered yes, please attach documentation showing who paid the stipend and the amount.

Signature of Employee _____ Date _____.

The following must be submitted as proof of completion by May 31 before any payment may be made:

1. Grade - Any one of the following:
 - Letter from college/university
 - Grade slip
 - Transcript

2. Proof of payment - Any one of the following:
 - Cancelled check (bank statement)
 - Credit card statement
 - Receipt signed by college/university

Received By _____

Date Received _____

Approved _____
(Superintendent)