

**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 \$1,500 for WHEA, and \$1,000 for WHAA. 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: \$ _____

*Please note that if you do not have a W-9 on file with the Business office, you must complete one to be reimbursed. A W-9 form is attached for your convenience.

* Per the provisions of Section 2.12 of the WHEA and Section 14.1 of the WHAA Board of Education bargaining agreements.

7/7/2022

