

Request for Graduate Course Tuition

Name of employee (typed or printed) _____

Date of request _____

University attending _____

Location _____

Graduate classes enrolled:

_____	_____	hours
_____	_____	hours
_____	_____	hours

Per the negotiated agreement, the Board agrees to pay 50% of graduate tuition up to \$625.00 for the length of the master contract for each fiscal year.

A fiscal year extends from July 1 through June 30.

* You must attach a university dated receipt showing payment of tuition and a copy of your class schedule showing a current enrollment period.

* Payment will be made upon receipt of a grade report showing completion of the course.

Amount requested _____

Amount approved (office use only) _____

Signature of teacher making request _____