



TUITION REIMBURSEMENT APPROVAL

Name: \_\_\_\_\_

Graduate Course: \_\_\_\_\_

College/University: \_\_\_\_\_

Credit Hours: \_\_\_\_\_ Approximate Cost: \_\_\_\_\_

Date (s) to Attend: \_\_\_\_\_

How will this course enhance your job performance? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

1. Submit the tuition reimbursement approval form to the Superintendent before enrolling in class. Once course approval is received, enroll in class.
2. Administrators are eligible to apply for reimbursement after having completed one year of service with WCSD.
3. Submit verification of course completion with passing grade to the Superintendent's office.
4. Submit receipt for tuition payment to the Superintendent's office.
5. Reimbursement received from the Treasurer's office will be for actual amount paid for tuition up to three (3) semester hours per year up to a maximum of \$750 per semester hour.
6. If tuition is paid using a credit card, the Treasurer's office will deduct any rewards earned.