

APPENDIX E-TUITION REIMBURSEMENT FORM
2023-2024 SCHOOL YEAR

Courses must be finished between June 1, 2023 and May 31, 2024. First round payments (up to \$500) will be paid upon submission between June 1 and May 31, with the exception of courses finished during the month of June, which will be paid during the first week of July). The second round payments (up to \$500), will be paid with remaining funds during the first week of June.

Employee Name (print) _____ Date _____

School/College in which enrolled _____

Course Name/ID _____ Semester Hours _____

Course Name/ID _____ 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 (official or unofficial)
2. Proof of payment - Any one of the following:
 - Cancelled check (bank statement)
 - Credit card statement
 - Receipt signed by college/university

Date Grade received _____ Date Proof of Payment received _____

Received By _____

Approved _____
(Superintendent) (Date)