

WOODLAND HILLS SCHOOL DISTRICT

REQUEST FOR TUITION REIMBURSEMENT FOR SUPPORT STAFF

- If the credits are less expensive, the District shall pay the lower fee. Requirements for credit reimbursement at an approved school for Higher Learning:
- Credit reimbursement will be \$150/credit (Undergraduate)
- Credit reimbursement will be \$450/credit (Graduate)
- No more than 6 credits will be reimbursed during any calendar year.
- Educational credits requires a "B" or a "P" in a pass/fail course.

**Please submit this *pink* form to the Personnel Office and retain a copy for your records.
Your paid invoice and a transcript or grade report must be attached.**

Name _____ School _____

Institution Attended: _____

Dates of Attendance: _____

<u>Course No.</u>	<u>Title of Course</u>	<u>Number of Credits</u>
.....
.....
.....
.....
Total Number of Graduate Credits Received (Please Complete)	
Actual Tuition Paid (Exclude fees, etc.) (Please Complete)	

I certify that I presently hold a Bachelor's Degree plus 24 credits. (Please indicate the highest degree you presently hold.) _____
(Please Complete)

In addition, I certify that the tuition for the above course was not paid directly or indirectly by a scholarship or through a state or federal assistance program. If repayment is required, I authorize the District to withhold from my final paycheck.

Signature Date

**If you terminate your employment within 1 year: 100% repayment to WHSD
If you terminate your employment within 2 years: 75% repayment to WHSD
If you terminate your employment within 3 years: 50% repayment to WHSD
If you terminate your employment within 4 years: 25% repayment to WHSD
(Please see Article XII, letter M of the WHESPA Collective Bargaining Agreement)**

Reimbursement in the amount of \$ _____ is approved. ASN#

Superintendent Date