

Instructions:

Please review the following instructions. **Failure to correctly complete all required sections could result in non-payment or a significant delay in reimbursement payment. Final approval will be made by the Superintendent.**

➤ **Prior to Taking Classes**

- Complete all required fields of the Tuition Reimbursement Form. It must be signed by your supervisor (principal/director) and pre-approved by the Budget Manager (Director of Human Resources), pending successful completion.

➤ **After Taking Classes**

- Once all coursework is satisfactorily completed, resubmit the Tuition Reimbursement Form to the Director of Human Resources.
- When you resubmit, remember to attach:
 - ✓ A copy of your final grade(s);
 - ✓ Proof of tuition payment showing a zero balance.
- All documents must be submitted to the Budget Manager (Director of Human Resources) no later than 30 days after the course(s) have ended.
- You must pass your course(s) with a letter grade of “C” or better (or “pass” for courses taken on a pass/fail basis).

Note:

- **Your reimbursement request shall not exceed \$400 per year beginning July 1st through June 30th.**
- **Tuition Reimbursement will be paid 2-4 weeks after appropriate documentation is submitted to the Human Resources Department.**
- **Tuition Reimbursement must be for a course(s) related to the current area of employment.**
- **Employee must sign an agreement to repay the total reimbursement for the prior two years if they voluntarily leave the district.**
- **No reimbursement will be given after a letter of resignation or retirement has been submitted to Caswell County Board of Education, even if pre-approved.**