



**ATTACHMENT 13 – TUITION REIMBURSEMENT  
APPLICATION & ALL ATTACHMENTS**  
**All Paperwork DUE to HR no later than JUNE 1 of eligible years.**  
**Submit by sending a PDF to: [Denise.Absalom@tsd.org](mailto:Denise.Absalom@tsd.org)**  
**Paper copies will not be accepted**

Name: \_\_\_\_\_ Current Location: \_\_\_\_\_

Employee EID: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Current Position/Grade: \_\_\_\_\_

Course offered by:

College or University (list school name): \_\_\_\_\_

Course Title & Short Description: \_\_\_\_\_

Prefix (Course #): \_\_\_\_\_

Cost of Class: \_\_\_\_\_ Course Start Date: \_\_\_\_\_ Course End Date: \_\_\_\_\_

**A detailed receipt for class tuition must be included.**

Rationale for taking class (check one box):

☐ Professional Growth Plan

☐ Career Advancement

☐ Technology

☐ School Goal

☐ Salary Advancement

☐ Other \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Copies of course receipt(s) and verification of successful completion (must be an official transcript). All copies must be converted into a PDF. *Tuition Reimbursement is **NOT** included with your normal paycheck; it will be a live check, mailed to your home when issued. Please be sure your home address is correct in the system.*

For HR staff use only

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ HR Employee: \_\_\_\_\_

☐ Receipt Received

☐ Official Transcript Received

Application Approved: \_\_\_\_\_ Application Denied: \_\_\_\_\_

If Denied, why: \_\_\_\_\_

\_\_\_\_\_  
For Business Services use only:

Date of Reimbursement: \_\_\_\_\_ Amount of Reimbursement: \_\_\_\_\_