

**MONONA GROVE SCHOOL DISTRICT  
GRADUATE CREDIT TUITION REIMBURSEMENT FORM**

Reimbursement shall be limited to a maximum of twelve (12) credits per contract year, unless approved by the District. Upon successful completion of the course, reimbursement shall be made in one (1) payment through Accounts Payable, up to a maximum of \$5,250 per calendar year. Any reimbursement payments over \$5,250 per calendar year will be paid through payroll.

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

College or University from which credit was granted: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Number of Credits completed (attach grade report or transcript): \_\_\_\_\_

Amount of Tuition Paid (attach receipt): \_\_\_\_\_

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

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**For office use only:**

Approved for one time tuition reimbursement: Yes \_\_\_\_\_ No \_\_\_\_\_

Reason for non-approval: \_\_\_\_\_

Account: \_\_\_\_\_

\_\_\_\_\_  
Assistant Superintendent of Operations, Business  
Services, and HR

\_\_\_\_\_  
Date