



Request for Reimbursement

ESP Tuition Reimbursement Program

(to be completed after finishing the course, conference, etc.)

Name:		Date:	
Home Address:		Zip Code:	
Employee ID:			
Work Location:		Work Phone:	
Course Type:	(check one)	Job Related:	Degree Related:
Course Name			
Date of Completion:		Tuition: \$	Grade:
Course Name #2			
Date of Completion:		Tuition: \$	Grade:

***Please note that a Pre-Approval Form needs to be on file with the Professional Learning Office before taking courses.**

- Upon course completion, please submit a grade report or certificate, a statement from the college/university showing an itemized tuition breakdown, and a receipt showing payment of the tuition. All documents must show the employee's name and the institution's name. If the tuition is paid by credit card, the last four numbers of the card must be visible on the receipt - if not, a separate credit card statement must be provided. Accounting will not issue a reimbursement check without these items.
- **SCREENSHOTS WILL NOT BE ACCEPTED.**
- ***All necessary documents must be submitted to Yunea Foxworthy in the Professional Learning Office, no later than June 15th of the current school year.***

For Professional Learning Office Use Only:

Evidence of Completion:	Certificate	Grade Report
Payment Verification:	Check	Receipt
Grade		
Other		