

## Tuition Reimbursement Request Form

Eligible courses taken between FALL 2024 and SUMMER 2025 for  
ALL Certified Staff employed during the 2024-25 school year.

Name:

Building:

Phone Extension:

Email:

**THE BOX BELOW MUST BE COMPLETED & ATTACHED  
TO THE NEEDED DOCUMENTATION**

Indicate the **TOTAL TUITION** amount THAT YOU ARE REQUESTING:

\$ \_\_\_\_\_

September 2024 - August 2025 for coursework taken - FEES are not eligible

**Attach the following items to this form:**

- ✓ Copy of Invoice to show cost of coursework if course information not shown on receipt  
Proof of the cost of the course - could be advertising flyer
- ✓ Payment Receipt(s) -  
cancelled check or credit card receipt showing the cost paid for the  
coursework - this shows date and amount paid
- ✓ Grade report with grade obtained in the course (does not have to be transcript)  
PROOF that the course was taken from a university or college

**This form and the attached items are to be given to the  
Treasurer's office by October 24, 2025 at 3:00 p.m.**

**Forms and documentation received AFTER October 24th  
will not be eligible for reimbursement.**

**Reimbursement checks will be issued by  
November 14, 2025**