



APPLICATION FOR TUITION REIMBURSEMENT

Note: Application and verifying documents must be submitted to Human Resources Office by October 15th.

Applicant's Name _____ School _____

College Courses: Graduate Level (Do not include expenses for travel, mileage, lodging, books or miscellaneous fees.)

Course Number	Course Title	Date Completed	Quarter Hours Earned	Tuition Paid

Transcripts or grade cards verifying completion of course(s) are: _____Attached _____On file in Personnel Office

Non-College Courses: Attach a copy of a certificate of completion or other documents verifying completion.

On an attached page, indicate course title, institution providing the course, total hours and days of instruction, date of completion, a brief course description, and relationship of course to your present assignment.

Do not include expenses for travel, mileage, lodging, books or miscellaneous fees. Only include actual course registration fee.

Applicant's Signature _____ Date _____

Have you received tuition reduction or reimbursement from any other source? Please check any applicable box below:

Building inservice funds
Amount received _____

Credit voucher from higher education system.
credits _____

Staff development class

Other, please specify

Supervisor's Verification: (FORM MUST BE SIGNED BY SUPERVISOR)

- Courses are directly related to applicant's assignment Yes _____ No _____
- If not related, prior approval was requested. Yes _____ No _____

Supervisor's Signature _____ Date _____

Human Resources Office Use

Approved: _____

Denied: _____