



WILSON AREA SCHOOL DISTRICT

TUITION REIMBURSEMENT PROCESS

1

Prior to course registration, submit a [Tuition Reimbursement request form](#)



2

Once your request is approved, proceed with course registration thru the university

3

You must pass the courses with at least a "B" grade to receive reimbursement



4

PET FORM

If applicable, ESU offers the PET Program (bills WASD directly with a 10% discount)
Send PET form to HR Department (Sandy Le)



5

Once the course is complete, send a copy of your tuition bill and proof of grades to HR Dept (Sandy Le). If PET is used, the employee is still responsible for sending proof of grades and tuition costs.