



BRISTOL WARREN REGIONAL SCHOOL DISTRICT

Hugh Cole Elementary School Admin Suite

50 Asylum Road Warren, RI 02885

WWW.BWRSD.ORG (401) 253-4000

TUITION AID PRE-APPROVAL/REIMBURSEMENT FORM

Complete the pre-approval section at least 2 weeks ***PRIOR*** to attendance and send it to the Assistant Superintendent's Office for review/approval. A copy of this form will be returned upon approval.

Name & Address : _____

Building: _____ Position: _____

Semester: _____ Credits: _____

Requested Reimbursement (not to exceed \$1000.00): \$ _____

Name of Course (*Course Description must be attached*): _____

College/University/Institution: _____

Employee Signature **Approved by:** _____
Assistant Superintendent

Date _____ Date _____

For Office Use Only:

Date Requisition Entered: _____ **Req. #:** _____ **PO #:** _____

TUITION AID REIMBURSEMENT

Complete this reimbursement section and return the entire form to the Assistant Superintendent's Office within one week after the grade report is received. **Grade report and payment receipt(s) must be attached for reimbursement to be processed.**

Date Request Submitted: _____ Employee's Initials: _____

Tuition Amount \$: _____ Superintendent's Initials: _____

Total Reimbursement \$: _____ Date: _____

The Bristol Warren Regional School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities, and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Danielle Carey, Director of Finance and Administration (Title IX Coordinator)

Bristol Warren Regional School District, 235 High St., Bristol, RI 02809; (p) 401-253-4000; (email) Danielle.Carey@bwrso.org