

Tuition Reimbursement Request Form

Eligible courses taken between FALL 2025 and SUMMER 2026 for
ALL Certified Staff employed during the 2025-26 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 2025 - August 2026 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 16, 2026 at 3:00 p.m.**

**Forms and documentation received AFTER October 16th
will not be eligible for reimbursement.**

**Reimbursement checks will be issued by
November 13, 2026**