

Employee Tuition Reimbursement Form

TO: Laura Franciskovich/Accounts Payable

RE: \$120 Per Credit Hour Reimbursement Per Collective Bargaining Agreement-Page 45, Section M

_____ has completed requirements for \$120/credit hour
 reimbursement for coursework completed during _____ semester/quarter of the year 20____.

<u>COURSE #</u>	<u>COURSE NAME</u>	<u>UNIVERSITY</u>	<u>CREDIT HRS</u>

The following documentation is required and on file:

- ___ Proof of acceptance into a master or other post-graduate degree program related to the teacher's assigned teaching area or an area needed by the district.
- ___ Outline, from an accredited college/university, of specific course requirements for the degree.
- ___ Approved "Pre-Approval for Tuition Reimbursement" form
- ___ Copy of a report card and/or transcript showing successful completion of the course(s).
- ___ Proof of Payment

Please consider this an invoice for payment of _____ total credit hours x \$120 or \$_____.

This is a reimbursement; therefore a check for this invoice will be generated with the board bills and will not be paid through payroll.

 Superintendent's Signature

Cc: Personnel File

 Date