

## 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