

IMPORTANT! Attach required documentation.**REQUEST for REIMBURSEMENT of TUITION for APPROVED COURSES**

Name: _____ School: _____ Date Submitted: _____

Home Address: _____ Zip: _____

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CLAIMANT'S SIGNED DECLARATION

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with this claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Staff Member (signature): _____ Date: _____

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APPROVED COURSES:

Course Title(s): _____

College/University: _____

Specific Date(s) Taken¹: _____Grade(s) Received²: _____ Reimbursement Requested³: \$ _____

Attached Documents: ☐ Original Invoice(s)⁴ ☐ Copy of Approved Course or Proposed Plan Approval Form(s)
☐ Copy of Transcript(s) or Record of Grade(s) [may be submitted to Human Resources later to meet June 15th deadline]²

Signature of Principal/Supervisor_____
Date_____
Signature of Superintendent/Designee_____
Date

(This section for Board Office use only.)

Check #: _____ Amount of Check: \$ _____ Date of Check: _____

IMPORTANT: All requests for reimbursement must be received by the deadline of June 15th.

For classes completed after July 1, 2013: Request must be submitted by June 15th of the fiscal year in which the course is completed.
(Any requests received after the June 15th deadline shall be deemed as having been submitted during the subsequent fiscal year.)

1. Specific start and completion dates are required (just season and year are not sufficient).
2. If grade is not available for submission to Human Resources by June 30th, request will be held over to subsequent year.
3. Request for reimbursement may be submitted for tuition only (no other fees or expenses).
4. Original invoice must show cost of tuition, aside from any other fees or expenses.