

# TUITION REIMBURSEMENT AGREEMENT

**Prior approval must be granted before taking any course for which you expect reimbursement.**

**Instructions:** After completing course(s) fill out one Tuition Reimbursement Agreement for each course for which you would like reimbursement. You will be eligible for reimbursement only when the form is completed and submitted with all required documents and signatures.

## 1. EMPLOYEE INFORMATION

Name: \_\_\_\_\_ Title: \_\_\_\_\_

The district may reimburse you at the rate of \$100.00 per credit hour, with a maximum of six (6) hours for each successfully completed class in the same given school year. Any amount greater than the maximum stated above is your sole responsibility.

## 2. COURSE INFORMATION

Name of university, college, or other institution offering course: \_\_\_\_\_

Course Name: \_\_\_\_\_

Total credit hours for course listed above: \_\_\_\_\_

Total tuition for course listed above: \_\_\_\_\_

## 3. DOCUMENTATION REQUIREMENT

The district will reimburse you for tuition expenses when you attach ALL of the following to a completed tuition reimbursement agreement form:

- A. Official documentation of transcript, i.e., original grade reports, receipts, or online transcript (no photocopies or faxes) showing a grade of "C" or better for undergraduate coursework, or "B" or better for graduate coursework.
- B. An original invoice or bill for tuition cost (labeled tuition) with amount.
- C. Proof of payment.

EMPLOYEE  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DISTRICT ADMINISTRATOR  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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*For office use only*

Credits approved for payment \_\_\_\_\_ x \$100.00 = \$ \_\_\_\_\_ amount due to employee