

**REQUEST FOR TUITION REIMBURSEMENT**

Employee Name \_\_\_\_\_

Subject of Class \_\_\_\_\_

Date Class Began \_\_\_\_\_ Ended \_\_\_\_\_

Credits Earned \_\_\_\_\_ Tuition Cost \_\_\_\_\_

Enrolled in class for a Misassignment? Yes \_\_\_\_\_ Class \_\_\_\_\_

Attach to this form a copy of the fee statement and a copy of the official university grade notification verifying the title of the class, credit earned, and the grade assigned upon completion. Submit to the district office no later than September 15<sup>th</sup>, 2022. Classes taken after this date may be applied for reimbursement in September of 2023.

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