

East Holmes Local School District

Tuition Reimbursement Request

This form **must** be submitted with official electronic/hard copy transcript, receipt of course payment, LPDC approval. [Find complete instructions on the District website under Staff Links → Staff Forms.](#)

Name:

Building:

College or University:

Semester Attended:

(Please list Fall, Spring or Summer I/II and Year)

Course Name:

Credit Hours Earned (indicate semester/quarter hours):

Amount of Tuition Paid per Credit Hour:

Was this Graduate coursework? (Work must be graduate level to qualify, but does not have to be a part of a Master's program)

Name of agency/group (if any) that will be reimbursing you for any portion of the cost of the course:

Employee Signature

Date

Signature of Treasurer

Date Received

For Treasurer's Office Use

- Official electronic/hard copy transcript
- Itemized receipt of course payment
- LPDC approval