

East Holmes Local School District

Tuition Reimbursement Request

This form must be submitted to the Treasurer's office when initially registering for a course. If a copy of this form is not returned to you within one week after submission, please call the Treasurer.

Name: _____

Building: _____

College or University: _____

Semester Attending: _____

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

Course Description: _____

Credit Hours Expected: Semester Hours _____ Quarter Hours _____

Amount of Tuition Paid per Credit Hour: _____

Is this Graduate coursework? Yes _____ No _____

Is any portion of this class going to be used to meet PGU requirements? Yes _____ No _____
Tuition reimbursement will not be paid for courses used to meet PGU requirements.

Will another agency or group be reimbursing you for any portion of the cost of the course?

Yes _____ No _____ If so, who? _____

Employee Signature

Date

Tuition Reimbursement Procedure:

All courses completed during the teacher's contract year, September through August will be reimbursed by the following September 30th, as long as proof of payment and grades are presented by September 15th. If obtaining transcripts by this date is a problem, please contact the Treasurer's office.

Reimbursement amounts will follow the negotiated agreement.

A teacher must teach in the District the year after the credit is earned to be eligible to receive tuition reimbursement.

Signature of Treasurer

Date Received

*****This form does not replace any documents required by the LPDC*****