



**EDUCATIONAL REIMBURSEMENT REQUEST**

CENTRAL ADMINISTRATION STAFF

**NOTE:** For approval of an educational course under the tuition reimbursement program, complete the top portion of this form and submit all copies to your immediate supervisor. No educational expenses will be reimbursed without prior approval of the course by your supervisor and the Assistant Superintendent for Human Resources and Labor Relations. Guidelines for tuition reimbursement are stated on the reverse side of this form.

Applicant: \_\_\_\_\_

Position: \_\_\_\_\_

Course Title: \_\_\_\_\_

Number of  
Credit Hours: \_\_\_\_\_

Institution Offering Course: \_\_\_\_\_

Course Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Estimated Costs for  
Tuition and Textbooks: \_\_\_\_\_

Comments: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Applicant)

Course Approval:

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Superintendent for HR and Labor Relations: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Request for Reimbursement:

(Attach tuition, book receipts, and grade report upon completion of coursework)

Tuition Fees: \_\_\_\_\_

Textbook(s): \_\_\_\_\_

Total: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Account # \_\_\_\_\_

<p style="text-align: center;"><b>Educational Course Reimbursement</b> <b>Central Administration Staff</b></p>
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Central administration staff members (Superintendent, Assistant Superintendents, Directors, Managers, Coordinators, and Administrative Assistants) shall be entitled to reimbursement for monies paid for tuition and textbooks required to enroll in approved, job-related educational courses offered by accredited colleges/universities or equivalent learning institutions. Course work submitted for approval under this program shall be evaluated by the applicant's supervisor and the Assistant Superintendent for Human Resources and Labor Relations on the basis of whether the course contains objectives directly related to the applicant's job responsibilities.

It is the responsibility of the staff member to request approval of course work by submitting the Educational Course Reimbursement Request form to their immediate supervisor who shall evaluate the appropriateness of the course. The supervisor shall either approve the request and forward it to the Assistant Superintendent for Human Resources and Labor Relations, or reject the request on the basis that it is not related to the individual's job responsibilities.

A request that has been approved by both the individual's supervisor and the Assistant Superintendent for Human Resources and Labor Relations shall be returned to the applicant for completion of the section titled "Request for Reimbursement." After attaching receipts for reimbursable cost incurred, the applicant shall forward the white copy of the form to the Business Office for payment.

Approved requests will be reimbursed 100%, up to a maximum of \$1000 per school year for each individual.