

PRIOR ENROLLMENT/REIMBURSEMENT REQUEST FOR COLLEGE COURSE

Listed below are the procedures for requesting full/partial tuition reimbursement for college courses planned and completed. This form is available on the Staunton City Schools website, Staff Intranet.

TOP HALF OF PAGE - Prior to enrolling in a college course for which you will later want to receive partial reimbursement, the top half of the page should be completed and sent to Central Office, Attention: Instruction Department. This procedure allows the opportunity to encumber those funds budgeted for tuition reimbursement. The current approved maximum amount is \$250.00 per three-hour course. Courses of less than three hours will be reimbursed at a rate not to exceed \$80.00 per semester hour.

BOTTOM HALF OF PAGE - The entire form with purchase order attached should be held until you complete a course, then submitted for final approval before reimbursement. It should be sent with a copy of the grade report or an official transcript, verifying course completion. (A transcript must ultimately be sent to the Human Resources Department from the college for all courses that you intend to use for license renewal). A maximum of two (2) courses will be approved for reimbursement per fiscal year. They are approved on a first-come basis. Second course requests may be held by our office until all potential first requests are reimbursed due to the fact that there is a finite amount of money approved each year for this category of the budget and that amount may not cover all second requests.

All reimbursement requests should be submitted as soon as possible after the course has been completed, but not later than June 25th of the same school year.

Please do not hesitate to contact the Instruction Department if you have any questions.

PRIOR ENROLLMENT/REIMBURSEMENT REQUEST FOR COLLEGE COURSE

IN ORDER TO BE CONSIDERED FOR REIMBURSEMENT, THIS FORM MUST BE SUBMITTED PRIOR TO ENROLLING IN THE COURSE.

NAME: _____

SCHOOL: _____ DATE SUBMITTED: _____

TITLE OF COURSE: _____ COURSE NO.: _____

NO. OF SEMESTER HOURS: _____ COST OF COURSE: _____

COLLEGE: _____ INSTRUCTOR'S NAME: _____

STARTING DATE: _____ ENDING DATE: _____

EMPLOYEE SIGNATURE _____ **PRINCIPAL SIGNATURE** _____

Approval for reimbursement is determined by appropriateness of the course and availability of funds. Action on this request only indicates whether the individual will receive reimbursement of up to \$250. Any questions concerning whether the course will count toward re-certification should be directed to the Director of Human Resources.

APPROVED **NOT APPROVED**

Date: _____

SIGNATURE

Budget Code _____

Please do not separate these forms

Fill out and submit after you have completed the class, received your grade report and are requesting reimbursement.

REQUEST FOR PARTIAL COURSE REIMBURSEMENT

NAME: _____

SCHOOL: _____ DATE SUBMITTED: _____

TITLE OF COURSE: _____ COURSE NO.: _____

NO. OF SEMESTER HOURS: _____ COST OF COURSE: _____

COLLEGE: _____ INSTRUCTOR'S NAME: _____

STARTING DATE: _____ COMPLETION DATE: _____

EMPLOYEE SIGNATURE _____ **PRINCIPAL SIGNATURE** _____

NOTE: Upon completion of the course, please submit a final grade report or transcript along with this form and the vendor copy of the purchase order to the Department of Instruction for reimbursement.

Approved for Reimbursement

Date: _____

SIGNATURE