

## Appendix D- Forms

### Application for Tuition Reimbursement

Deadline for submission is Sept 15

Name \_\_\_\_\_

Total hours that you are requesting reimbursement for \_\_\_\_\_

**Total dollars requested** (This total must only represent money spent on tuition fees during the previous fall and spring semesters and the summer that follows them. It can not include textbook or technology fees, etc.)

Fall \$ \_\_\_\_\_ Spring \$ \_\_\_\_\_ Summer \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

Receipt(s) are attached? (must be itemized)                      **YES**                      **NO**

I have requested an official transcript to be sent to the district office.   **YES**                      **NO**

Check one of the following

- I **did not** receive any award money (i.e. grants or scholarships) to cover the costs of the tuition that I am seeking reimbursement for.
- I **did** receive award money (i.e. grants or scholarships) to cover the costs of my tuition. If so, how much did you receive? \_\_\_\_\_ (please attach supporting documentation).

In signing this document I affirm that the above information is true and correct.

Signature \_\_\_\_\_

Date \_\_\_\_\_