

Burlington School District

REQUEST FOR TUITION REIMBURSEMENT

All requests for tuition reimbursement must receive prior approval. This form must be completed and submitted to the Human Resource Department **prior to the start of the course**. Tuition will be paid by the employee and reimbursement will be provided upon documentation of successful completion of the course (a grade of B or better) and receipts of payment for the tuition. Other fees such as registration, athletic fees, etc., are not eligible for reimbursement. The documents signifying completion of the course (grade, receipts) must be sent to the Human Resource Department before the end of the fiscal year.

Name: _____

Date: _____

School (you work at): _____

Amount: _____

Location (of class): _____

Course #: _____

Institution: _____

Credits: _____

Dates of Activity: _____

Describe Activity:

Granted _____ **Not Granted** _____ **Wait Listed** _____

Reason for denial: _____

Human Resources

Date