

REQUEST FOR TUITION REIMBURSEMENT
EXCALIBUR SCHOOL DISTRICT

**To receive reimbursement, course tuition reimbursement requests must be approved by the Superintendent prior to the start of the course, a passing grade of B or better must be obtained, and the actual request for reimbursement must be made within 90 days from the end of the course(s).

NAME: _____
SCHOOL: _____

I wish to participate in the tuition reimbursement program; I will take the following course(s):

1. Course Name:
College/University:
Beginning Date: _____ Ending Date: _____
Cost of tuition (do not include book, activity, registration, or exam fees):
Why does this course qualify under the program?

2. Course Name:
College/University:
Beginning Date: _____ Ending Date: _____
Cost of tuition (do not include book, activity, registration, or exam fees):
Why does this course qualify under the program?

3. Course Name:
College/University:
Beginning Date: _____ Ending Date: _____
Cost of tuition (do not include book, activity, registration, or exam fees):
Why does this course qualify under the program?

EMPLOYEE SIGNATURE: _____ DATE: _____

**For actual monetary reimbursement, you must submit a transcript of your grades and a copy of this form within 90 days from the end of the course to the Excalibur School District Administration Office.

For Central Office Use

Approved _____ Not Approved _____

Explanation: _____

Superintendent _____ DATE: _____

In accordance with state and federal laws, Excalibur School District does not discriminate in employment, educational programs, services or activities based on race, color, religion, national origin, gender, age or disability. Inquiries should be directed to Carol Parker, HR Dept., Excalibur School District.

