WARRENSVILLE HEIGHTS CITY SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT
REQUEST FOR TUITION REIMBURSEMENT

If you will complete coursework in the 2020/21 calendar year, you can potentially be reimbursed for tuition costs by:

1. **Filing this form by December 1, 2021.** *(You must file by this date to reserve your portion of the tuition fund. File even if the course will not be completed until after December 1, even if you have not received a transcript yet, or you are waiting for receipts documenting payment.)*
2. **Providing an official transcript with university seal. Passing grade according to the college/university standards is required to qualify for reimbursement.** *(Grade reports are not acceptable.)*
3. **Providing proof that you paid for the course.** *(You cannot be reimbursed for more than you personally paid to take the course, fees will not be counted.)*

The courses listed below are for:

☐ First Master's Degree **OR** ☐ Cont. Education

College/University Name	Course Number	# of Hours	These Hrs are: Sem (check one)	Qtr	Enrollment Dates	Cost

To receive payment, Human Resources must have an original transcript and proof of your payment (copy of tuition receipt, credit card statement, or front and back copy of cancelled check). *Receipts and transcripts may **follow** this form and must show that coursework has been successfully completed by December 31, 2021.* No *payment* will be made until receipts and transcripts have been received in Human Resources and approved by the LPDC Committee.

***Each certified member is eligible to receive up to $600.00 for tuition reimbursement per year on a first come first serve basis.**

☐ I have attached a tuition receipt or cancelled check (front and back)

☐ A transcript of work is attached. (Grade cards or photo copies are not acceptable). Transcript must be an original with seal.

☐ Semester : Fall _____ Winter _____ Spring _____ Summer _____

_____
Name (Please Print) Date Signature

_____ _____
School Subject Date

Approved ☐ Declined ☐

LPDC Committee Initials: _____ _____ _____ _____