

WAYNE TRACE LOCAL SCHOOL
TUITION FUND REIMBURSEMENT FORM
FOR
STAFF COURSEWORK

EMPLOYEE NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE NUMBER: _____

NAME OF COURSE TAKEN	GRADE RECEIVED	SESSION/YEAR COURSE TAKEN	TUITION COST FOR COURSE
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

In order to qualify for tuition reimbursement the Master Contract indicates that the employee must obtain a "B" level grade or better, or a pass in a pass/fail graded course. Employees must submit this form along with proof of actual tuition amount spent, proof of grade with an original transcript, to the Treasurer's office between April 1 and no later than May 15 of the current school year. In the event the course work or learning institution prevents the submission by May 15, the employee may submit the course work for reimbursement the following year. Funds will be paid out no later than June 30 of each year according to the following formula: The total amount spent by all employees submitting course work to be reimbursed, divided by the total amount of the pool equals a percentage.

Employees on an Alternate Educator License may not utilize the tuition fund until they have obtained their provisional certification.

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____