

Forest Hills Public Schools
Request for Tuition Reimbursement for Graduate Work
(Per Article XXI, Section C. (16) of the Master Agreement)

Instructions: Submit this form for pre-approval to the Assistant Superintendent of Human Resources a minimum of 10 working days prior to taking any course work. All classes completed prior to 8/31 will go on the past year and classes completed 9/1 or later will go on the current year.

To be completed by the Teacher:

Teacher Name: _____ Employee ID #: _____ Building: _____		
Name of College/University: _____		
Course Name: _____		
Course Number: _____	Semester Hours: _____	Tuition Amount: _____
Start Date of Course: _____	End Date of Course: _____	
Signature of Teacher: _____		Date: _____
Signature of Principal: _____		Date: _____

To be completed by Human Resources:

Grade: _____	Step: _____	Hire Date: _____	Amount: _____	Year: _____
_____ Recommended Approval for Reimbursement				
_____ Deny Recommendation for Approval for Reimbursement				
_____				Date: _____
Signature of Assistant Superintendent of Human Resources				

To be submitted for reimbursement by teacher with letter of completion and receipt from the College/University to Courtney Pinch in Human Resources:

I certify that I have earned credit for the course described and have attached evidence of completion and verification of tuition cost payment.	
_____	Date: _____
Signature of Teacher	