Warren City Schools
Tuition Reimbursement Request

Tuition Reimbursement can only be requested for the current school year and only during the current school year.

In accordance with master contracts:

1. The Board shall reimburse teachers/employees for the costs of:
    a. Credit courses taken in his/her area of certification and/or assignment from an accredited university.
    b. Other credit courses taken with prior approval of the superintendent and which directly relate to performance of duties as a teacher/employee in the district

2. The Employee Benefits Office must receive Tuition Reimbursement Request Forms by May 2027 in order to be eligible for reimbursement for the current school year. The maximum total payment per year will be paid per Contract Agreements.

3. Classes must be completed by June 30 in order to be considered for reimbursement for the current school year.

4. Receipt of payment must be submitted. Acceptable forms of receipt of payment include:
    - statement from University detailing payment
    - letter from University detailing payment
    - credit card receipt detailing payment to University

5. Evidence of satisfactory completion of course must be submitted. Acceptable forms of completion include:
    - copy of grade card
    - copy of transcript

TO BE COMPLETED BY EMPLOYEE AND SENT TO EMPLOYEE BENEFITS OFFICE

NAME _____ **SS# (last 4 digits only)** _____

ADDRESS _____

CITY / STATE / ZIP _____ **HOME PHONE** _____

SCHOOL BUILDING _____ **ASSIGNMENT** _____

TITLE OF COURSE _____

COLLEGE/UNIVERSITY _____ **DATES of COURSE** ____/____/____ -- ____/____/____
(month/day/year) (beginning) (ending)

REASON FOR TAKING COURSE _____

LICENSE RENEWAL _____

MULTI FACTOR REIMBURSEMENT _____

SIGNATURE _____ **DATE** _____

---------- TO BE COMPLETED BY EMPLOYEE BENEFITS OFFICE ----------

COURSE APPROVED _____ **DATE OF BOARD APPROVAL** _____

NOT APPROVED _____ **INITIAL** _____

AMOUNT OF PAYMENT $_____ **SCHOOL YEAR** _____