TUITION REIMBURSEMENT FORM

You must receive approval prior to the first session of the course for tuition costs to be reimbursed

First Name: Monet

Last Name: Exhange

Employee ID: 12345 **Position :** Teacher

Location : Warwick High

Race: Black

Employee Classification:

- ○ VA Licensed Teacher (CP, TP, PGP or PPS)
- ○ Associate Teacher
- ◉ Provisionally-licensed teacher
- ○ Licensed Administrator
- ○ Educational Support personnel

College/University or Exam Provider : ETS

Course / Exam Number : 5038

CourseTitle / Exam Title : English

Semester Hours: 0 ○ **Undergraduate Course** ○ **Graduate Course**

Course Begin Date: mm/dd/yyyy Since this is a test, the start and end dates should be the same.

Course End Date: mm/dd/yyyy

Tuition Cost (not to include cost of fees or materials): $

Reason for Course (check all that apply):

- ☑ Obtain professional teaching license
- ☐ Continuing Education Certification
- ☐ License renewal
- ☐ Additional teaching endorsement
- ☐ Administrative/supervisory licensure
- ☐ Part of degree program

For tuition reimbursement, the employee must submit this form documenting approval, a grade report and/or transcript, and written documentation of the tuition payment to the Department Of Human Resources within thirty (30) days after successful completion of the course. ***Exceptions to this may be granted only when the grade report is not made available by the college within thirty (30) days and the employee has requested an extension in writing within this thirty (30) day period.*** *NOTE: Under federal tax regulations, reimbursement for coursework may be taxable as per current IRS regulations.*

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☐ I am in the "Jumpstart to Teaching" Program XXXXXXXXXXXXXXXXXXXXXXXXXXXX

I certify that the information provided on this form is accurate (enter initials to sign):

SUBMIT TUITION REIMBURSEMENT FORM