

# City of St. Charles School District

## Tuition Reimbursement Request 2009-2010

The district has allocated \$35,855 for district-wide graduate credit tuition reimbursement. Teachers who have taken graduate level courses are eligible to apply for tuition reimbursement by completing the information below and attaching the required documents.

Please keep in mind that teachers are not guaranteed full reimbursement. A reimbursement rate per credit hour will be calculated as follows: \$35,855 divided by the total number of credit hours submitted for reimbursement. Each employee's reimbursement will be based on this "per credit hour" rate. There is no limit on the number of credit hours eligible for reimbursement.

Proof of payment and a grade report or transcript is required for reimbursement. All paperwork must be received by June 1, 2010. Classes that end after June 1, 2010 are eligible for reimbursement the following school year. Courses for which grade reports are available prior to June 1, 2010 are not eligible for reimbursement for the 2010-2011 school year.

Tuition reimbursement checks will be distributed in July, 2010.

Name: \_\_\_\_\_

SS#: X X X - X X - \_ \_ \_ \_

Building: \_\_\_\_\_

Assignment: \_\_\_\_\_

I am requesting reimbursement for \_\_\_\_\_ graduate hours completed.

Credit Hours	Course Title	College/University	Month/Year Completed

**REQUIRED ATTACHMENTS:**  Receipt or Receipt Copy (*cancelled checks not acceptable*) **AND**  
 Report Card or  Official Transcript (*original or copy acceptable*)

PROOF OF PAYMENT,

GRADE REPORT/TRANSCRIPT,

AND REQUEST FOR REIMBURSEMENT

DUE BY JUNE 1, 2010.