

WEST HARTFORD PUBLIC SCHOOLS

Tuition Reimbursement Request Form

White:	HR
Pink:	HR
Yellow:	Employee

Reimbursement for tuition is based on pre-approval of all course work. All requests must be submitted prior to December 1st, regardless of the start date of your course. The amount of reimbursement will depend upon the cost of your course, and how many teachers apply to be reimbursed. You will be notified of the amount of reimbursement in late December. Please complete this form and submit it for review and pre-approval to the Human Resources Office prior to the start of your course.

Name

Date

School

Position

Course Information:

College/University Name

Course No.

Course Title

Course Start Date

Course End Date

Graduate Credits

Course Description (*attach description*): _____

Is this course part of a MA program in which you are currently enrolled? Yes ☐ No ☐

Major

Anticipated Graduation Date

Reimbursement Information: (attach receipt and/or proof of payment)

Course Tuition Amount: _____

Employee Signature

Date

Human Resources:

Pre-Approval: Approved ☐ Declined ☐ / Reason: _____

Executive Director of Human Resources

Date

Tenure Date

Final Approval:

Executive Director of Human Resources

Date

Amount Reimbursed

*Per the provisions of Section 2.12 of the WHEA Board of Education bargaining agreement.