



Tuition Reimbursement Request

Name	Date		
Position			
<p style="text-align: center; color: blue; text-decoration: underline;">IMPORTANT: Attach the following copies with this Request:</p> <ul style="list-style-type: none"> * <i>Approval for Graduate Studies form showing Director's signature</i> <li style="padding-left: 80px;">* <i>Certified Transcript</i> <li style="padding-left: 80px;">* <i>Tuition receipt showing amount paid</i> <p><small><i>Reimbursement for Graduate Level Courses</i></small> <small><i>SOWIC teachers will be reimbursed up to a maximum of \$1,400 for coursework completed between 2024-2028 per Cooperative fiscal year (July 1 to June 30) for graduate level courses pre-approved by the Director which are directly related to their current teaching assignments. Certified transcripts are required to be submitted to SOWIC prior to reimbursement. A teacher who fails to complete the course with an A or a B shall not be reimbursed.</i></small></p>			
Class Title/Description			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center; padding: 5px;">Reimbursement Amount</td> <td style="width: 40%; text-align: center; padding: 5px;">\$</td> </tr> </table>		Reimbursement Amount	\$
Reimbursement Amount	\$		

Office Use Only	
Account Number	
Bookkeeper Approval	
Director Approval	