

Request for Reimbursement of College Tuition Expenses Transylvania County Schools

Name: _____ School: _____

Degree or Certification Sought: _____ Term/Semester: _____

College Attended: _____

COURSE(S) COMPLETED:

<i>Course #</i>	<i>Title</i>	<i>Credit Hours</i>	<i>Grade</i>	<i>Tuition Cost</i>
				\$
				\$
				\$
				\$

NOTES:

- Tuition reimbursements are based on in-state resident graduate tuition rates established by the UNC system.
- Only tuition costs are considered for reimbursement. Various required fees charged by the college/university are not factored in to calculations.

NOTICE:

Policy GCBCA of the Transylvania County Board of Education requires full repayment of reimbursed tuition costs to Transylvania County Schools in the event of an employee's separation from employment within three years of reimbursement. A copy of the complete policy is available online from the Transylvania County Schools website. By signing below, you indicate that you have reviewed the policy and agree to the terms set forth in its regulations.

Requestor's Signature

____/____/____
Date

Please attach an itemized receipt indicating tuition costs, along with a copy of your grades, and submit this form to Kelly Clark at the Morris Education Center.

Requests received after the due date for each term may not be reimbursed.

For Office Use Only

Category of Reimbursement: _____

Total Reimbursement: \$ _____ Budget Code: 3.5110.103.352.000.510.00

Authorized By: _____ Date: _____