



CONRAD WEISER AREA SCHOOL DISTRICT
Robesonia, Pennsylvania

20 -
School Year

Application for Tuition Reimbursement
(Faculty)

Tuition reimbursement will be done monthly. The Application for Tuition Reimbursement must be submitted after courses are completed. The Application, together with required attachments, must be received in the Office of the Superintendent at least thirty (30) days prior to the payment date. Please refer to the Collective Bargaining Agreement for more specific information regarding tuition reimbursement.

Name: _____

School Where Course Was Taken: _____ Date Course Completed: _____

<u>Course No.</u>	<u>Title</u>	<u>Credits</u>	<u>Tuition Paid *</u> <small>Tuition Only/No Fees</small>
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*Tuition Paid – do not include fees and deduct discounts if applicable.

Tuition reimbursement for this course was pre-approved at (percentage): _____

Amount to be reimbursed to employee: _____

Attach the following to this Application:

_____ Copy of Pre-Approval Application for Tuition Reimbursement

_____ Tuition Bill that verifies tuition, fees, and discounts (if applicable)

_____ Grade - Evidence of Satisfactory Completion of Course

Date Submitted

Signature of Applicant

FOR OFFICE USE ONLY

Date Approved by School Board: _____

Signature of Superintendent