**Tuition Reimbursement Request Form**

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| Employee Name: |  |
| Cooke School Division: | (select appropriate box)  Lower/ Middle School  Upper School  Transitions  Central Office |
| Job Title: |  |
| College/University Name: |  |
| Degree Program: |  |
| Anticipated Graduation Date: |  |
| Term (check appropriate box)  Fall 2021  Spring 2021  Summer 2021 | |
| **Course #** | **Course Description/Title** |
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|  |  |
| Please remember -- you must submit the following to obtain reimbursement:  Proof of Tuition Payment  Official course number and description from online catalogue  Proof of Grade  *Tuition assistance is available as a reimbursement for tuition to each employee who completes job-related undergraduate or graduate college courses and earns a grade of* ***B or higher****. Reimbursement for courses that are non-graded may be allowed with the advance approval of the employee’s supervisor.* | |

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| Employee Signature: |  | Date |  |
| Supervisor Signature: |  | Date |  |
| HR Director Signature: |  | Date |  |

**HR OFFICE USE ONLY**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is authorized for $ \_\_\_\_\_\_\_\_\_\_\_\_ full/partial reimbursement of fees.