**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** |
|       |       |
|       |       |
| 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.