

**“After” class is completed
fill out this form**

***Goshen Local School District
Tuition Reimbursement Request
Course Completed***

Upon completion of the course, return this form to the Superintendent along with all appropriate documentation.

Teacher’s Name _____

Date _____

Directions: Submit appropriate documentation for the following:

The teacher must request reimbursement pursuant to this provision within forty-five (45) days after the university/college presents its grades and within said time frame must present proof of earned credit of a grade B or better (pass in a pass/fail course) in order to receive reimbursement. Grades/transcripts must be submitted no later than June 30th in order to receive reimbursement on July 15th.

1. Copy of class registration including tuition cost
2. Proof of earned credit of a grade B or better (pass in a pass/fail course)
3. Copy of the grade card and an official receipt from the college or a cancelled check must be submitted.

<u>Name of Course</u>	<u># of Hours</u>	<u>Semester Hours</u>	<u>Quarter Hours</u>	<u>Course Completion Date</u>

To Be Completed by the Superintendent/Treasurer

Payment Approved _____

Not Approved _____

Cost \$ _____

Reimbursement Amount Allowable \$ _____

Superintendent’s Signature _____

Date _____

Treasurer’s Signature _____

Date _____