

**Oak Creek-Franklin Joint School District
Support Staff Tuition Reimbursement**

The Board shall provide tuition reimbursement for successful completion of pre-approved coursework per contract. Request for courses shall be submitted in writing to the Director of Human Resources for approval.

PART 1 – Request for Approval *(to be submitted to Director of Human Resources prior to enrolling in course)*

Name: _____ Date: _____

Title of Course: _____

Institution offering course: _____ Cost of Credits: _____

Current District Assignment(s): _____

Approved by Director of Human Resources:

(Signature)

(Date)

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PART 2 – Request for Reimbursement *(to be submitted to Business Office upon completion of course)*

Date course was completed: _____ Credits Earned: _____

Amount of reimbursement requested*: _____

**Attach copy of receipt showing payment, cancelled check or other documentation of expenditure*

Employee Signature: _____ Date: _____

Approved by Director of Business Services:

(Signature)

(Date)