

Procedure for Policy 671(3 - Form): Tuition Reimbursement Request
ADMINISTRATORS/NON-REPRESENTED PROFESSIONAL STAFF

The Oak Creek-Franklin Joint School District shall provide tuition reimbursement for successful completion of pre-approved graduate coursework that specifically relates to the administrator's or professional staff's job responsibilities. Graduate courses shall be submitted in writing to the Superintendent for approval prior to enrolling in the course. Each administrator and non-bargaining unit professional staff is eligible to be reimbursed for up to six approved graduate credits each contract year at a cost not to exceed the UW-Milwaukee graduate credit fees. Costs beyond this fee are the responsibility of the employee.

PART 1 – Request for Approval *(to be submitted to Superintendent prior to enrolling in course)*

Name: _____ Date: _____

Title of Graduate Course*: _____

**Attach copy of course description or syllabus with this request*

Institution offering course: _____ Cost of Credits: _____

Number of Course Credits: _____ Dates of Course: _____

Current Wisconsin DPI Certification(s): _____

Date of last reimbursement: _____ # Credits: _____ Amount: _____

Superintendent's Signature: _____ Date: _____

Approved: _____ or Denied: _____

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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: _____

Approval by Chief Business and Finance Officer:

(Signature)

(Date)