



**Irvington Public Schools
TUITION REIMBURSEMENT
REQUEST FORM**

Notice: This form can only be submitted upon successful completion of pre-approved coursework. Please complete the entire form, as stated below, and submit supporting documentation. Failure to submit a completed form will result in automatic rejection. This form should be submitted to the Assistant Superintendent for Curriculum and Instruction. You will be notified by e-mail of the approval/rejection status of your application for Tuition Reimbursement.

Employee Name: _____ Title: _____

Grade/Subject: _____ School/Location: _____ Email: _____

Permanent Address: _____

Was this coursework pre-approved? ___ Yes ___ No (attach a copy of the Pre-Approval Form)

You *must attach* the following documents to this request:

1. *School Issued Transcript (The Office of the Assistant Superintendent for Curriculum and Instruction will not accept transcripts through mail)*
2. *School Issued Proof of Payment*
3. *Registration Receipt Verifying Date of Registration*
4. *Cost Per Credit from School Catalog*

Course Name and Number	Pre-approval Date	Credits Earned	Cost Per Credit	Grade Earned

I hereby certify that this application is complete and accurate and the course(s) included above have been pre-approved. I understand a failure to provide the information requested herein or to abide by the collective bargaining agreement will result in automatic rejection of this application.

Employee Signature and Date

Principal/Supervisor Signature

Date

CENTRAL OFFICE USE ONLY

Date Received: _____ Reimbursement: Approved ___ Not Approved ___

Reason for NOT Approving: _____

Signature: _____
Assistant Superintendent for Curriculum

Date: _____