Request for Reimbursement of College Tuition Expenses
Transylvania County Schools

Name: _____ School: _____

Degree or Certification Sought: _____ Term/Semester: _____

College Attended: _____

COURSE(S) COMPLETED:

Course #	*Title*	*Credit Hours*	*Grade*	*Tuition Cost*
	Total			

NOTES:
-Tuition reimbursements are based on in-state resident graduate tuition rates established by the UNC system.
-Only tuition costs are considered for reimbursement. Various required fees charged by the college/university are not factored into calculations.

NOTICE:
Transylvania County Board of Education requires full repayment of reimbursed tuition costs to Transylvania County Schools in the event of an employee's separation from employment within three years of reimbursement. By signing below, you indicate that you have reviewed the policy and agree to the terms set forth in its regulations.

_____ _____/_____/_____
Requestor's Signature Date

Please attach an <u>itemized</u> receipt indicating tuition costs, along with a copy of your grades, and submit this form to Kelly Clark at the Morris Education Center.

Requests received after the due date for each term may not be reimbursed.

For Office Use Only

Category of Reimbursement: _____

Total Reimbursement: $_____ Budget Code: 3.5110.103.352.000.510.00

Authorized By: _____ Date: _____

In compliance with federal law, Transylvania County Schools administers all education programs, employment activities, and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age, or disability.