

Tuition Reimbursement Checklist

(To be used with actual reimbursement only - not an approval form)

Staff Member _____ School _____ Date _____

The following documents are necessary to complete your tuition reimbursement request. Please prepare the reimbursement packet, sign where indicated, and forward to your principal/department head for approval:

- ___ 1. Signed tuition reimbursement checklist
- ___ 2. MCVTS green voucher showing dollar amount of requested tuition reimbursement and staff member signature
- ___ 3. Original approval letter
- ___ 4. Receipt of tuition paid (tuition only, no fees allowed)
- ___ 5. Transcript showing grade and number of credits earned

Staff Member Signature

Principal/Department Head Signature

Date

All reimbursements need to be forwarded to the Business office for consideration upon completion, review, and signature.