

TUITION REIMBURSEMENT PAYMENT REQUEST 2023

Please complete the following checklist for tuition reimbursement payment. The tuition reimbursement request must be submitted to the Superintendent's Office no later than September 15th, 2023 – for all hours taken from the previous school year (September-August). A maximum of 9 semester hours may be requested each year.

CHECKLIST

Pre-Approval Printout(s) from MyLearningPlan showing **each** college class approved (Form Titled: **LPDC Request for Approval with Tuition Reimbursement Options**)

Proof of Payment

Official college transcript verifying course(s) taken. Must receive a grade of B or above or P/F. University: _____

Total Number of Hours Requested (Maximum of 9 Semester)

NAME: _____ BUILDING: _____ DATE: _____

Electronic copies of transcripts will be accepted as long as they are the Official Transcript sent directly from the College/University to Tamra Wells at wellst@npschools.org. Transcripts cannot be forwarded from your email address, it MUST be sent directly from College or University with the secure link to access. If your transcript is forwarded, you will be required to reorder your transcript so it can be sent correctly.

If you are in need of a copy, Tamra will send you a copy after it is verified.

Workshop Reimbursement

Pre-Approval Printout(s) from MyLearningPlan showing **each** workshop approved (Form Titled: **LPDC Request for Approval with Tuition Reimbursement Options**)

Proof Of Payment

Certificate of Completion. University/Workshop: _____

Total Number of Hours/CEUs Completed