

**Troy City Schools
Tuition Reimbursement Form**

Name: _____

Employee ID: _____

Building: _____

University Attended: _____

Class or Classes ID # (ex: EDA 600) _____

Dates Attended: _____
(Must be between July 1 and June 5 of the current fiscal school year)

Total Amount to be reimbursed: _____

In order to receive reimbursement, the following documents must accompany this form.

*** Proof that the class or classes have been successfully completed.**

(e.g. University Transcript, University Grade Report)

This paperwork should be obtained from the University Registrar's Office.

*** Proof that the class or classes have been paid in full.**

(e.g. Credit Card Receipt, University Receipt of Payment, or University Statement of Account)

Receipt must show that payment was for tuition

This paperwork should be obtained from the University Bursar's Office.

TCS recommends that employees applying for tuition reimbursement keep a copy of this form and all other required documents for their personal records. If there are any questions regarding this form or the documents required, please contact Human Resources.