

Waynedale Local Schools

Tuition Reimbursement Request Form (Revised 10/1/25)

A. Initial Request - Fill out the following information before the class starts. Then give it to your building rep. or Association Vice President.

Name: _____ Building: _____

Phone Number: _____ SS # _____

Address: _____

Name of Class You will be taking: _____

Sponsoring Institution/College Name: _____

Number of hours: _____ Cost per hour: _____

Total Amount Requested: (Max is \$600.00/class) _____

Date Course Starts: _____ Semester Taken: _____

I agree that the above information is correct and that I am in compliance with all the requirements for reimbursement as outlined by the Association and contained in the contract. I hereby submit my official request for reimbursement.

B. Association Acknowledgement

Application for Reimbursement received on: _____ Amount Approved: _____

Vice President's Signature: _____

_____ Copy made and original sent back to applicant

C. Final Request - To be completed by the applicant after the completion of the course and sent to the VP along with Proof of Payment and Official grade/Transcript

I agree I have fulfilled the requirements for reimbursement as outlined by the Association and in the Contract. I hereby submit my final request for reimbursement.

Applicant's Signature: _____ Date: _____

D. Association Acknowledgement:

Final Amount Approved: _____ VP Signature: _____

Date Sent to Treasurer: _____