

**Forest Hills Public Schools**  
**Request for Tuition Reimbursement for Graduate Work**  
**(Per Article XIX, Section B. (12) of the Master Agreement)**

**Instructions:** Submit this form for pre-approval to the Assistant Superintendent of Human Resources a minimum of 10 working days prior to taking any course work. All classes completed prior to 8/31 will go on the past year and classes completed 9/1 or later will go on the current year.

**\*Teachers on step 12 or higher are not eligible for tuition reimbursement. Please refer to the FHEA Master Agreement for additional information.**

**To be completed by the Teacher:**

Teacher Name: _____ Employee ID #: _____ Building: _____		
Name of College/University: _____		
Course Name: _____		
Course Number: _____	Semester Hours: _____	Tuition Amount: _____
Start Date of Course: _____	End Date of Course: _____	
Signature of Teacher: _____	Date: _____	
Signature of Principal: _____	Date: _____	

**To be completed by Human Resources:**

Grade: _____ Step: _____ Hire Date: _____ Amount: _____ Year: _____
_____ Recommended Approval for Reimbursement
_____ Deny Recommendation for Approval for Reimbursement
_____ Date: _____
Signature of Assistant Superintendent of Human Resources

**To be submitted for reimbursement by teacher with letter of completion and receipt from the College/University to Human Resources:**

I certify that I have earned credit for the course described and have attached evidence of completion and verification of tuition cost payment.	
_____	Date: _____
Signature of Teacher	