Graduate Course Reimbursement Instructions

Professionals:

Teachers/Administrators will bring or send in completed paperwork to Wendy Grove, at the administration building, for reimbursement of courses. To ensure that the paperwork is complete and the reimbursement process is handled in a timely manner, please submit the following required papers.

1. Course Request Detail Sheet (from the Act 48 site, obtained by clicking on the course title)
2. Approval Details Sheet, showing Crystal Lautenslager as the approver (also from the Act 48 site, obtained by clicking on approved).
3. Copy of detailed Billing Statement or Account Detail Summary by Term from your Educational Institution showing the break-down of your payment, tuition, fees, how paid and showing a zero balance. Also make sure your name is on the statement.
4. Copy of official grade report showing final grade. (Does not need to be an official transcript). Must have your name printed on it.

Deferment means Payment can be paid at the end of the course instead of the beginning of the course. You must pay the balance and the District will reimburse you.