

TUITION REIMBURSEMENT P R O C E D U R E

Complete a tuition reimbursement form with all course information and submit to the Superintendent before the start of the class/course.

If the Superintendent approves the application:

1

Submit a requisition in your name (vendor) for the approved reimbursement amount in mySCView before the start of your class/course. Attach the approved tuition reimbursement form to this requisition.

2

Complete your class/course.

3

Submit proof of satisfactory completion of the course and class/course bill or proof of payment to the Treasurer (official transcript, official final grade for class/course or official letter from the registrar's office confirming the completion of the course.)

