

MARPLE NEWTOWN SCHOOL DISTRICT

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TUITION REIMBURSEMENT PAYMENT CHECKLIST

THE FOLLOWING DOCUMENTS MUST BE ATTACHED FOR TUITION REIMBURSEMENT:

_____ SIGNED TUITION REIBURSEMENT PRE-APPROVAL FORM

_____ GRADE(S) FOR EACH APPROVED COURSE (UNOFFICIAL TRANSCRIPTS OR GRADE REPORTS ARE ACCEPTABLE)

_____ PROOF OF PAYMENT-MAY BE AN ACCOUNT STATEMENT OR DOCUMENT FROM THE COLLEGE OR UNIVERSITY INDICATING STUDENT NAME, TUITION AMOUNT PAID, COURSE, TERM, ETC. CREDIT CARD RECEIPTS AND/OR CANCELLED CHECKS WITHOUT A MATCHING BILL OR INVOICE WILL NOT BE ACCEPTED AS PROOF OF PAYMENT.

I UNDERSTAND THAT I WILL RECEIVE REIBURSEMENT FOR THE TUITION COST OF THE COURSE ALONE, UP TO AND INCLUDING THE YEARLY CAP AMOUNT, LESS ANY GRANTS USED TO PAY FOR TUITION.

Signature *Date*
(Please print) Name: _____ Location: _____

THIS INFORMATION WAS RECEIVED BY HUMAN RESOURCES ON

DATE _____ BY _____

ALL REQUIRED PAPERWORK COMPLETED _____ YES _____ NO

THE FOLLOWING INFORMATION IS NEEDED TO SUCCESSFULLY COMPLETE YOUR PAYMENT REQUEST:

_____ SIGNED PRE-APPROVAL FORM _____ COST BREAKDOWN

_____ PROOF OF PAYMENT _____ GRADES

ALL REQUIRED DOCUMENTS MUST BE RECEIVED BY THE FOLLOWING DEADLINES FOR TUITION REIMBURSEMENT:

AUGUST 31 FOR PAY IN SEPTEMBER
DECEMBER 31 FOR PAY IN JANUARY
MAY 30 FOR PAY IN JUNE