

VENDOR # _____ PO# _____

INTERBORO SCHOOL DISTRICT

TUITION REFUND AND/OR RECLASSIFICATION REQUEST

Name _____ Employee #: _____ Date _____

Home Address _____ School: _____

City/State/Zip Code _____ Position: Elem (P-5) _____ OR Sec (6-12) _____

| List of courses for which refund is requested: | <u>CREDITS</u> | <u>COST</u> | <u>DATE COMPLETED</u> |
|---|----------------|-------------|-----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Courses to be applied to **salary reclassification**: CREDITS

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

As a result of the above course(s), are you requesting salary reclassification?

YES _____ NO _____
(Specify new classification)

If "yes" – please indicate the date on which you **completed** the course which placed, you in a new salary category. **A letter from the College/University must be supplied to verify the completion of last course taken that placed you at the next classification.**

_____ : Effective **Date of Completion - (include a copy of letter)**

If request is for tuition reimbursement, submit the following:

1. **Official transcript** showing courses completed and advanced degrees awarded to date, (The transcript must clearly indicate that the courses have been taken on a **graduate level**)
2. **Bursar's receipt(s)** which indicated name of course, number of credits earned from course, date course taken, and cost for which reimbursement is being requested. **NO FEES**
3. **Copy of Prior Approval and Completion in Frontline.**

If request is for reclassification, submit the following:

1. **Official transcript** showing courses completed and advanced degrees awarded to date, (The transcript must clearly indicate that the courses have been taken on a **graduate level**)
2. **Letter** from the institution or letter certified by college seal from the teaching professor indicating the date of the course or in-service credit was completed. In the case of college credits, the letter from the institution or professor will initiate the classification process, but an official transcript is required when it becomes available.

Percent _____ of tuition _____ = Amount of refund: _____ Date _____

Name _____
(Human Resources)

Approved by: _____
(Superintendent)