

# Tuition Reimbursement Form

Name \_\_\_\_\_ Employee ID # \_\_\_\_\_

Address \_\_\_\_\_

School/Department \_\_\_\_\_ Position \_\_\_\_\_

College/University Attended \_\_\_\_\_

Month&Year class completed \_\_\_\_\_ Number of hours completed \_\_\_\_\_

Amount of tuition paid \_\_\_\_\_

Additional Reimbursement – Please **check one** of the boxes below if you are entitled to reimbursement beyond the county \$800 and reimbursement provided by the West Virginia Department of Education. If you are requesting Title I or Title II funding, you **must** attach a letter from the West Virginia Department of Education’s Office of Professional Preparation verifying that you have applied for and been denied state tuition reimbursement. **Title I and II funding will not be provided without this letter.**

Title I  (For courses taken toward certification of a core subject(s) that I teach.)

Title II  (For courses taken toward certification of a core subject(s) that I teach.)

I attest that the above information is accurate: Signature: \_\_\_\_\_

Return this form with an itemized copy of your tuition receipt from the college you attended which lists tuition, books, fees, etc. and a copy of your grade or transcript to: Accounts Payable, Wood County Schools, 1210 13<sup>th</sup> Street, Parkersburg, WV 26101.

**NO REIMBURSEMENT WILL BE MADE FOR BOOKS.**

**County reimbursement is not to exceed \$800.00.**

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**To be completed by Finance Department**

Year \_\_\_\_\_ Grade \_\_\_\_\_ Receipt \_\_\_\_\_ Reviewer’s Initials \_\_\_\_\_

Total amount reimbursed this fiscal year \$ \_\_\_\_\_. **County total is not to exceed \$800.00 per year.**