

KIMBERLY PUBLIC SCHOOLS
2016-2017

REQUEST FOR CREDIT
REIMBURSEMENT

Today's Date: _____

I _____, would like to have ADVANCE APPROVAL to

take _____ / _____
Course # Course Title

for _____ credit(s). This course will be taken from, _____
College/University

Date(s) of the Course: _____ to _____

I understand that I will receive reimbursement (\$300 maximum) for REGISTRATION, TUITION, OR TEXTBOOK(S). Prior to receiving reimbursement, I must provide the District Office with:

- 1) Receipt (or copy of my cancelled check).
- 2) Transcript (or letter from the instructor stating I passed the class).

The deadline for submitting complete reimbursement requests to the District Office for the 2016-2017 school year is June 30, 2017.

$$\frac{\text{_____}}{\text{\# of credits}} \times \$ \frac{\text{_____}}{\text{cost per credit}} = \$ \frac{\text{_____}}{\text{tuition amount}} + \frac{\text{_____}}{\text{text books or registration}} = \$ \frac{\text{_____}}{\text{total amount requested}}$$

Principal's signature

Applicant's signature

- () Disapproved
- () Approved

Superintendent's signature

\$ _____
total amount approved

=====

FOR OFFICE USE

1. Funds Available _____

3. Ready for Payment _____

2. Complete Form & Receipts _____

4. Amount to be paid _____