



REQUEST FOR TUITION REIMBURSEMENT

Employees who have taken a college/university course and/or attended a skills training that specifically relates to their position within NC RESA may be eligible to receive tuition reimbursement under the guidelines of master agreements and/or benefit schedules. Employees must complete this form and attach it to a copy of the initial request form in order to receive reimbursement.

Employees must also attach a copy of the grade slip to verify satisfactory completion and a copy of the tuition invoice so the appropriate reimbursement amount can be calculated.

NAME: _____

DATE: _____

COLLEGE COURSEWORK

College/University Course Name: _____

Institution: _____

Course Number: _____ Number of Credits: _____

SKILLS TRAINING

Name of Training Session: _____

Institution: _____

Number of Hours: _____

Applicant's Signature: _____

Supervisor's Decision _____ Approve _____ Deny

Reason for denial: _____

Signature _____

Date _____

Superintendent's Decision _____ Approve _____ Deny

Signature _____

Date _____

Reason for denial: _____

For office use only:

Account Number: _____

Amount Reimbursed: _____ ACH #: _____