



TUITION REIMBURSEMENT PROGRAM

Elkhorn Public Schools **Teachers** pursuing an advanced degree can apply for tuition reimbursement from the Elkhorn Public Schools Foundation for a one time total of \$300 per calendar year. **Teaching Assistants** and other **District Staff** are eligible for up to \$200 per calendar year toward a higher education degree.

Please follow all instructions below before submitting your tuition reimbursement form to the Elkhorn Public Schools Foundation.

- You must be employed with the Elkhorn Public Schools at the time of the course and tuition reimbursement request to be eligible.
- A current *copy* of your transcript showing current completed course(s).
- Your name (first & last) and the college name must appear (printed) on the transcript.
- Course(s) must be taken and submitted within the current calendar year, no prior year classes will be accepted.
- Tuition reimbursement form must be fully completed.

*If you have questions regarding Tuition Reimbursement, please contact Carol Monnier at cmonnier@elkhornfoundation.org.

Name: _____

Address: _____

City, ST ZIP: _____

Email: _____

EPS Position: _____

(Examples: English Teacher, 2nd Grade Teacher etc.)

EPS Building Location: _____

Reimbursement Request for:

Teacher (up to \$300)

Teacher Assistant/Other District Staff (up to \$200)

Cost of course(s): _____

Course Name(s): _____

Institution Attended: _____

Course Completion Date: _____

(Note: Transcript must show current course(s) taken.)

A copy of my transcript is enclosed.

By signing below, I affirm that I have paid for the course(s) listed above and did not receive other funds to cover these costs.

Signature

Date