Elkhorn Public Schools FOUNDATION

TUITION REIMBURSEMENT PROGRAM

Elkhorn Public Schools **Teachers** pursuing an advanced degree can apply for tuition reimbursement **one time per calendar year** from the Elkhorn Public Schools Foundation. **Rates Effective January 2025**: **Teachers** are eligible for $600 (max) reimbursement and **Teaching Assistants** and other **District Staff** are eligible for $400 (max) reimbursement.

Please follow all instructions below before submitting your tuition reimbursement form to the Elkhorn Public Schools Foundation. Please email form to Carol Monnier at cmonnier@elkhornfoundation.org

- You must be employed with Elkhorn Public Schools at the time of the course and tuition reimbursement request to be eligible.
- A current transcript showing your **completed** course(s). (May be an unofficial transcript from your student portal at your college/university).
- Your name (first & last) and the college name must appear (printed) on the transcript.
- Course(s) must be **completed** and submitted within the **current calendar year**; no prior year classes will be accepted.
- Tuition reimbursement form must be filled out in full.

Name: _____

Address: _____

City, ST ZIP: _____

Email: _____

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

EPS Building Location: _____

Reimbursement Request for:

☐ Teacher (up to $600) ☐ Teacher Assistant/Other District Staff (up to $400)

Cost of course(s): _____

Course Name(s): _____

Institution Attended: _____

Date Course Was Completed: _____
*(Note: The course must be completed **before** submitting this form. Transcript must show **completed** course(s).)*

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