

**MORGAN COUNTY SCHOOLS
REQUEST FOR TUITION REIMBURSEMENT**

Name of Applicant _____

Date Submitted _____ School _____

Teaching Assignment _____

Home Address _____

Home Telephone _____ Cell Phone _____

Email Address _____

College/University _____

Course Number _____ Course Credit Hours _____

Course Title _____

Requesting State Funds Under §18A-3-3a _____

Requesting Federal (Title I or Title II) Funds _____

Reason for Taking Course:

_____ Seeking Highly Qualified Teacher Status

_____ Meeting Title I or Title II requirements for instructors (recertification)

Degree/Certification Sought _____

Total Hours for Which Previously Reimbursed (State or Federal) _____

Cost for Class (Tuition/Fees) \$ _____ Anticipated Class Completion Date _____

Signature of Applicant _____

- NOTE: Reimbursement will not exceed 80% of the average resident cost per graduate hour charged by West Virginia University or Marshall University. Professional employees may apply for up to 6 hours yearly on a first come, first serve basis as long as funds are available.

Central Office Only

Please make sure the following documentation is attached to this form. (Check all that apply)

Date received: _____ Out-of-Funds Letter from W.Va. State Department of Education

Date received: _____ Transcript/Grade Report showing final grade in class

Date received: _____ Receipt showing payment for tuition and fees and \$0 balance

Request Approved _____ Request Denied _____ PO # _____

Reason Denied _____

Supervisor Signature _____