



### Tuition Reimbursement Request

Refer to Regulation 9005 for complete guidelines.

**I. Tuition Reimbursement Pre-Approval:**

A completed Tuition Reimbursement Request must be submitted to the Department of Professional Learning and Training, Dunn Loring Center, *immediately* after enrollment in a course and prior to the last day in which a course ends. You will be notified via email that your request has been received and the status of the request (approval or denial).

Tuition Reimbursement Request forms must be received on or before the following dates as designated each semester:

Second Friday in (check one):  August: Fall Semester  December: Spring Semester  May: Summer Semester

**Tuition reimbursement requests will not be considered after the last day on which a course is offered.**

**II. To Receive the Tuition Reimbursement Payment:**

After successful course completion ("A" or "B" or "P" for Pass/Fail for a graduate-level course, or "C" or better for an undergraduate course) an unofficial grade report or transcript along with the proof-of-payment must be submitted to the Department of Professional Learning and Training within **60** days of course completion . The tuition reimbursement payment will be processed through payroll after the required documents are received.

**Employee Information**

Name \_\_\_\_\_ Employee ID \_\_\_\_\_  
(Last) (First) (MI) (Required)  
Name of Work Location \_\_\_\_\_ Position Held \_\_\_\_\_  
Home Address \_\_\_\_\_  
Work Telephone \_\_\_\_\_ Home Telephone \_\_\_\_\_  
Email Address \_\_\_\_\_

**Course Information**

Name of College/University \_\_\_\_\_  
Course Title \_\_\_\_\_ Course Number \_\_\_\_\_  
Level of Credit Granted \_\_\_\_\_ Number of Hours/Credits \_\_\_\_\_  
**(Note: Level of Credit--G=Graduate, U=Undergraduate, C=CEU's, FCPS=FCPS Adult Ed Hours)**  
Semester and Year Enrolled  Spring \_\_\_\_\_  Summer \_\_\_\_\_  Fall \_\_\_\_\_  
List Course Start Date \_\_\_\_\_ Course End Date \_\_\_\_\_  
Tuition Amount Paid \$ \_\_\_\_\_

(Note: textbook fees, lab fees, or miscellaneous fees are not considered reimbursable.)

This Course Will Lead To (Check all that apply)

- Meeting deficiency for initial state licensure (List Endorsement) \_\_\_\_\_
- Adding an endorsement for current assignment (List Endorsement) \_\_\_\_\_
- Adding an endorsement (List Endorsement) \_\_\_\_\_
- Renewing Virginia Teaching License (License Expires) \_\_\_\_\_
- Seeking a Degree (List Degree Name) \_\_\_\_\_
- Degree Will Be Conferred (Date) \_\_\_\_\_
- Professional Development Plan/Enhance Job-Related \_\_\_\_\_
- Other \_\_\_\_\_

Employee Signature \_\_\_\_\_

Office Use Only:  
Approved: \_\_\_\_\_  
Denied: \_\_\_\_\_  
Date: \_\_\_\_\_