

# HUDSON PUBLIC SCHOOLS

## *Request for Tuition Reimbursement*

### *STEP 2*

#### **INSTRUCTIONS TO ENSURE YOUR PROMPT REIMBURSEMENT:**

1. **Completed** Step 2 form (be sure to fill in **all spaces** and **check off** appropriate boxes).
2. **Must have** paper copy of transcript or grade report (copy is acceptable)
3. **Must have** proof of payment (i.e. front & backside of a canceled check, bank or credit statement or school receipt).
4. Please be sure you are submitting a complete package. **Do not** send it piece mail.
5. Forward this form, with attachments to Yvonne Breen in the Accounts Payable department.

#### **INCOMPLETE SUBMISSIONS WILL BE RETURNED**

*Make check payable to:*

NAME \_\_\_\_\_ SCHOOL \_\_\_\_\_

ADDRESS \_\_\_\_\_

DOES THIS ADDRESS MATCH YOUR ADDRESS ON THE P.O.

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TITLE OF COURSE \_\_\_\_\_ CREDITS \_\_\_\_\_

DATE COURSE COMPLETED \_\_\_\_/\_\_\_\_/\_\_\_\_

NAME OF COLLEGE/UNIVERSITY \_\_\_\_\_

COST OF TUITION \_\_\_\_\_

REIMBURSEMENT AMOUNT \_\_\_\_\_ PO# \_\_\_\_\_

\_\_\_\_\_  
*Signature of Employee*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Date*

*For Office Use Only:*

COMPLETE     INCOMPLETE - DATE RETURNED TO EMPLOYEE \_\_\_\_/\_\_\_\_/\_\_\_\_

**REASON FOR RETURN:**

*Step 2 Form Incomplete*

*Proof of Payment Not Included*

*Copy of Transcript or Grade Report Not Included*