

TUITION REIMBURSEMENT P R O C E D U R E

Complete a tuition reimbursement form with all course information and submit to the Superintendent before the start of the class/course.

If the Superintendent approves the application:

1

Submit a requisition in your name (vendor) for the approved reimbursement amount in mySCView before the start of your class/course. Attach the approved tuition reimbursement form to this requisition.

2

Complete your class/course.

3

Submit proof of satisfactory completion of the course and class/course bill or proof of payment to the Treasurer (official transcript, official final grade for class/course or official letter from the registrar's office confirming the completion of the course.)



TUITION REIMBURSEMENT PROCEDURE

Route B Teachers Only

Alternative Resident Educators required to enroll in a career-technical preservice teacher education program should complete the steps below for reimbursement.

1

Enroll in required course.

2

Submit a requisition in your name (vendor) for the approved reimbursement amount in mySCView before the start of your class/course.

3

Submit Professional Leave and Requisition for Travel requests in mySCView if you will be claiming mileage or other travel expenses.

4

Complete your class/course.

5

Submit proof of satisfactory completion of the course.
Teacher must attach a copy of the detailed bill, receipt of payment, and proof of satisfactory completion of the course with requisition for reimbursement.

