

Educational Assistance Reimbursement Request Form

Section 1: Employee Information

Name	
Job Title	
Building Location	
Employee Type	<input type="checkbox"/> Administrator <input type="checkbox"/> Aide <input type="checkbox"/> Clerical or Professional/Technical <input type="checkbox"/> Custodial/Maintenance <input type="checkbox"/> School Nutrition

Section 2: Coursework and School Information

Name of University / Program / etc.	
Level of Course(s) requested	<input type="checkbox"/> Technical College credit <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Alternative Program/Certification
Type of Degree Sought	<input type="checkbox"/> Associate <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Certification <input type="checkbox"/> Other: _____
What area / subject / degree are you working towards in your program?	
The coursework I am requesting is related to:	<input type="checkbox"/> My Current job <input type="checkbox"/> Future career advancement within the WBSD <input type="checkbox"/> Both
Please describe briefly how this course(s) is related to your current job or future career advancement within the District	

Section 3: Coursework Details

Term and Year (Fall/Winter/Spring/ Summer)	Course Title	Course Number	Start Date of Course	Last Date of Course	# of Credits	Amount Requested

Section 4: Employee Agreement and Signature

- I have read the Educational Assistance Program Details document located on the HR Intranet Page.
- I understand that I must be actively working and in a job classification that is eligible for the Educational Assistance benefit when I am submitting my documentation for reimbursement to HR.
- I understand that successful completion requires the achievement of "B" or better in the course where a grade is provided, or official documentation from the institution of "Passed" or "Satisfactory" for coursework where a final grade is unavailable. An "Incomplete" is not reimbursable until a final grade is issued.
- I understand that if I am reimbursed for more than the allowed IRS limit as indicated in section 127, I will be taxed for it on my payroll check and will have to report this as income on my tax return.
- I understand that if my employment is terminated, whether involuntarily or voluntarily, I am required to pay 100% of the tuition reimbursement received over the previous two years back to the District if my separation date is within two years of receiving my most recent tuition reimbursement payment from the District. I hereby authorize the West Bend School District to deduct this amount from my last paycheck.
- The District reserves the right to void any future reimbursement payments if I am disciplined, have exceeded my allotted leave days for the current fiscal year, or if the most recent evaluation received by my supervisor rates my performance in any area as below "Effective" in any standard on the review.

Employee Signature

Date

Section 5: FOR HUMAN RESOURCES ONLY

I certify the above course is directly related to the employee's current work assignment or future career development at the West Bend School District. There have been no disciplinary actions in relation to this employee during the preceding 24-month period that would prohibit eligibility for reimbursement.

Director of Human Resources

Date