**North Pekin-Marquette Heights School District 102**

**Reimbursement Request Form for Approved College Coursework**

Teacher Date

College/University

Course Number & Description

Sem. Hrs. Tuition/Fee Cost

**Please Note:** This document should be completed within two (2) weeks of receiving your official grade for the course. If later than two weeks, please explain the delay.

To secure reimbursement, check that you have attached the following items:

 A copy of the official grade sheet or transcript for class verifying a grade of B or better.

 A detailed copy of the invoice/bill/receipt for the class showing the amount you were billed/paid for tuition and fees. Please be sure the bill/invoice lists the name or number of the course taken.

 A copy of the Course Approval form you submitted for approval prior to taking this course.