

OXFORD PUBLIC SCHOOLS

TUITION REIMBURSEMENT REQUEST

Please print clearly and submit original form to the Superintendent's Office. Per OEA Contract, reimbursement of up to \$600 may be paid every school year for tuition of approved courses. Please attach original college/university invoice and receipt of payment or a copy of your cancelled check (both sides), and a copy of your final course grade/transcript. You may be reimbursed only for courses for which you have paid. If completion of this course qualifies you for a Lane Change, please complete the Request for Lane Change section below.

TODAY'S DATE: _____

EMPLOYEE NAME: _____

EMPLOYEE POSITION TITLE: _____ BUILDING: _____

EMPLOYEE MAILING ADDRESS: _____

TITLE OF COURSE TAKEN: _____

DATE COURSE COMPLETED: _____

COLLEGE/UNIVERSITY WHERE COURSE TAKEN: _____

DATE COURSE COMPLETED: _____

COST OF COURSE TUITION: _____

Employee Signature

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REQUEST FOR LANE CHANGE

Per OEA Contract, advancement from one salary level to another may only take place on September 1st or February 1st. If you believe you are eligible for a Lane Change, please complete this section and return this form and required documentation to the Superintendent's Office by August 30th or January 31st based on the period in which the Lane Change is being requested. Lane Changes will be processed on the first pay period in September or February, provided all documentation is received by the deadline.

Lane Change Effective Date: September 1st February 1st

Current Lane: _____ Requested Lane: _____

FOR SUPERINTENDENT'S OFFICE USE ONLY

Tuition Reimbursement Approved: \$ _____ By: _____ Date: _____

Lane Change Approved: _____ By: _____ Date: _____