

OXFORD PUBLIC SCHOOLS

TUITION REIMBURSEMENT REQUEST

Please print clearly and submit original 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(s) qualifies you for a Lane Change, please complete the Request for Lane Change section below.

TODAY'S DATE: _____ EMPLOYEE ID # _____

EMPLOYEE NAME: _____

SCHOOL/DEPARTMENT: _____

TITLE OF COURSE(S) TAKEN: _____

COLLEGE/UNIVERSITY WHERE COURSE(S) TAKEN: _____

DATE COURSE(S) COMPLETED: _____

COST OF COURSE(S) TUITION: _____

DATE OF LAST TUITION REIMBURSEMENT: _____

Employee Signature

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 the original 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/Step: _____ Requested Lane/Step: _____

FOR SUPERINTENDENT'S OFFICE USE ONLY

Amount Approved: _____ By: _____ Date: _____

Lane Change Approved: _____ By: _____ Date: _____