

**Bristol Township School District  
Request for Graduate Reimbursement**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Building:** \_\_\_\_\_

**Course #** \_\_\_\_\_

To be eligible for graduate reimbursement, employee must submit the following information to the Personnel Office within the designated timeframe. (See memo posted in main office)

Signed Pre-Approval Form  
(reimbursement request **will not** be processed  
without course/program approval of the Supervisor  
of Curriculum & Instruction) \_\_\_\_\_

Proof of Tuition Cost  
(i.e. per credit cost from brochure or receipt  
highlighting tuition) \_\_\_\_\_

Proof of payment  
(i.e. cancelled check, front & back; receipt from  
bursar's office) \_\_\_\_\_

Transcript or grade report  
(must maintain grade of full "B" or better) \_\_\_\_\_

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Approval for payment (office use only)    Date: \_\_\_\_\_

Approved for payment by: \_\_\_\_\_

Course # \_\_\_\_\_                      Amount: \_\_\_\_\_

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