

HUDSON PUBLIC SCHOOLS

Request for Tuition Reimbursement

STEP 2

INSTRUCTIONS TO ENSURE YOUR PROMPT REIMBURSEMENT:

1. **Completed** Step 2 form (be sure to fill in **all spaces** and **check off** appropriate boxes).
2. **Must have** paper copy of transcript or grade report (copy is acceptable)
3. **Must have** proof of payment (i.e. front & backside of a canceled check, bank or credit statement or school receipt).
4. Please be sure you are submitting a complete package. **Do not** send it piece mail.
5. Forward this form, with attachments to Filipe DaCosta in the Accounts Payable Department.

INCOMPLETE SUBMISSIONS WILL BE RETURNED

Make check payable to:

NAME: _____ SCHOOL: _____

ADDRESS: _____

DOES THIS ADDRESS MATCH YOUR ADDRESS ON THE P.O. YES NO

CITY: _____ STATE: _____ ZIP: _____

TITLE OF COURSE: _____ CREDITS: _____

DATE COURSE COMPLETED ____/____/____

NAME OF COLLEGE/UNIVERSITY: _____

COST OF TUITION: _____

REIMBURSEMENT AMOUNT: _____ PO#: _____

Signature of Employee

_____/_____/_____
Date

For Office Use Only:

COMPLETE INCOMPLETE - DATE RETURNED TO EMPLOYEE ____/____/____

REASON FOR RETURN:

Step 2 Form Incomplete

Proof of Payment Not Included

Copy of Transcript or Grade Report Not Included