REQUEST FOR REIMBURSEMENT OF CREDIT HOURS

(Total reimbursement OR balance of advanced payment)

Name Date

Building

College or University Attended

Course Title or Description

Date Course Completed

Total Credit Cost

PLEASE NOTE: The district reimburses the tuition amount only. Fees charged by the college/

university should not be included for credit reimbursement.

Have you received advanced credit payment (50%) for these credits from Oil City Area School District?

 □ Yes □ No

 If Yes, balance due

PLEASE NOTE:

Please attach a receipted voucher and/or cancelled check from the school attended as well as evidence of successful completion of the credit hours for which payment is requested.

Payment for credits must go through the Board approval process. Therefore, please make sure your request is submitted two weeks prior to a regularly scheduled Board meeting.

Approved by: , Principal Date

 , Superintendent Date

02/2015