

Northwest Ohio Educational Service Center  
**REQUEST FOR REIMBURSEMENT OF COURSEWORK**

**REIMBURSEMENT  
 FORM**

\*\*\*Must have approved *Coursework Application Form* on file\*\*\*

TO RECEIVE COURSEWORK REIMBURSEMENT, **ALL PAPERWORK NEEDS TO BE SUBMITTED TO THE SUPERINTENDENT'S OFFICE NO LATER THAN SEPTEMBER 15TH.**

NAME: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

HOME STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

I have completed the following coursework and attached a grade report or transcript and documentation of payment for tuition costs made to the college/university. Additionally, I certify that the amount of reimbursement requested aligns with the amount I personally paid (within Policy Guidelines.)

COURSEWORK NUMBER: \_\_\_\_\_ (only one course per request form)

COURSEWORK TITLE: \_\_\_\_\_

COLLEGE/UNIVERSITY: \_\_\_\_\_

# of semester hours earned: \_\_\_\_\_

Are you employed by NwoESC under a supplemental or alternative license?  
 Check one: Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
 Employee's Signature

\_\_\_\_\_  
 Date

PAYMENTS FOR COURSEWORK ARE MADE TO **CURRENT** EMPLOYEES IN OCTOBER OF EACH YEAR.

**\*\*\*OFFICE USE\*\*\***

*Approval is given to make reimbursement based on the successful completion of semester hours.*

\_\_\_\_\_  
 Superintendent's Signature

\_\_\_\_\_  
 Date

**Method of calculation for reimbursement**

\_\_\_\_\_ semester hours @ \$320.00 per credit hour =

Amount available after division of funds among participants =

Amount available from \$2,880.00 individual maximum =

Amount available from additional \$960.00...temporary certificate =

**TOTAL AMOUNT APPROVED FOR REIMBURSEMENT**

	Addt'l Allowance	
\$		\$
\$		\$
\$		\$
\$		\$
\$		\$
<b>\$</b>		<b>\$</b>