



Kathy Ruggeberg, Ph.D.  
Director

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**REQUEST FOR TUITION REIMBURSEMENT-TUITION REIMBURSEMENT POOL**

I, \_\_\_\_\_, am requesting Tuition Reimbursement (up to \$1000) for college  
(Employee Name)  
Tuition. The course was completed during my actual employment period, after July 1<sup>st</sup> 2024.

**Please check mark all bullets. I understand that in order to qualify for Tuition Reimbursement I must:**

- ☐ **Be in good standing with the District.**
- ☐ **Received Director approval for reimbursement on the course approval form.**
- ☐ **Completed a course from an accredited institution or program.**
- ☐ **Earned a grade equivalent to a "B" or better and submit official transcripts indicating successful completion of the course.**
- ☐ **Provide proof of payment indicating I have paid for the course.**

**If I resign within 2 years following any tuition reimbursement, I shall repay the Board the full amount of the tuition reimbursement received.**

\_\_\_\_\_  
Course Number/Name

\_\_\_\_\_  
College/University

\_\_\_\_\_  
Amount of Reimbursement Requested

\_\_\_\_\_  
Anticipated Degree

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

\_\_\_\_\_  
Date

\*\*\*\*\*

**FOR OFFICE USE ONLY**

\_\_\_\_ Reimbursement approved in the amount of \$\_\_\_\_\_

\_\_\_\_ Reimbursement not approved due to \_\_\_\_\_

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date