

Zanesville City School District Tuition Reimbursement Pre-Approval

By submitting this form, I certify that the Graduate Level Course meets the requirements of Article XI Section 11.9 Tuition Reimbursement of the negotiated contract between the Zanesville Education Association and the Zanesville City School District Board of Education, effective July 1, 2024, to June 30, 2027. ([contract link](#))

Name of Staff Member	
Building	
Date Submitted	
Job Title	
Course Number and Title	
Course Description	

University/College	
Location	
Date Course Begins	
Date Course Ends	
Semester Hours	
Cost per Hour (w/o fees)	
Total Cost	

Send to Human Resources at Central Office for Pre-Approval

CENTRAL OFFICE USE ONLY

Date Received	
Attendance	
Signature	
Approved or Not Approved	
Reason for NOT approving	
Date	
Signature	

Upon completion of the course, return this **entire** form to the Human Resources Department with the appropriate documentation as listed and sign below.

For tuition reimbursement, please attach:

- 1. Copy of class registration, including tuition only (not fees).
- 2. Copy of the canceled check or payment receipt, credit card statement, or letter from college showing payment for tuition (without fees).
- 3. Official transcript with the university final grade.

Signature: _____ Course Completion Date: _____

CENTRAL OFFICE USE ONLY

Reimbursement or stipend approved for (\$)	
Date	
Signature	