

Auburn School District No. 408
Prof-Tech Tuition Reimbursement – Frontload Request

This form is to be used for credit classes, clock hours, continuing education units, or other credits applicable toward a degree, PSP certificate(s), apprenticeship, or job related training.

Date _____

Name _____ Work Location _____

Class Provider _____

Date Class Begins _____ Date Class Ends _____

Description of Class _____

Cost _____

I understand that it is my responsibility to submit verification of class completion. Failure to submit this information may result in the fee being deducted from my pay.

I understand that if I do not satisfactorily complete this class, it is my responsibility to reimburse the District or the fee will be deducted from my pay.

Signature

HR Use Only Date Reimbursement Issued - _____ PO Generated – PO# _____ Date _____ Class Verification Received – Date _____
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