



National Trail Local School District

6940 Oxford-Gettysburg Rd.

New Paris, Ohio 45347

(O) 937-437-3333 (F) 937-437-7865

**TUITION REIMBURSEMENT
INFORMATION SHEET**

TEACHER _____

COLLEGE UNIVERSITY _____

COURSE NUMBER
AND NAME _____

____ ON-CAMPUS ____ OFF-CAMPUS

LOCATION _____

DATE COURSE BEGINS _____

DATE COURSE ENDS _____

COST OF TUITION _____

FOR OFFICE USE ONLY

DATE WRITTEN REQUEST RECEIVED _____

DATE OF WRITTEN APPROVAL
FOR TUITION REIMBURSEMENT _____

SUPERINTENDENT APPROVAL _____

DATE TUITION BILL RECEIVED _____

DATE OFFICIAL DOCUMENTATION OF
SUCCESSFUL COURSE COMPLETION RECEIVED _____

AMOUNT OF ELIGIBLE TUITION _____

TREASURER/SUPERINTENDENT APPROVAL _____