Penn Manor School District
Millersville, PA 17551-0301

GRADUATE CREDIT REIMBURSEMENT

REQUEST FOR PAYMENT 2013-2014

I, _____, hereby request payment of tuition fees and academic fees (if applicable) for graduate credits as provided in the Negotiated Agreement.

Description of Courses (list each course separately):

Course Number	Course Name	Credits

Tuition Costs/Per Credit $ _____

Number of Credits _____

Total Tuition Costs $ _____
(Do not include fees.)

Date: _____ Signature: _____ School: _____

Date Course Completed: _____

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OFFICE USE ONLY

Total Tuition Costs $ _____

Approved Cost for Reimbursement $ _____

Evidence of Successful Completion _____
(Grade Report ☐ Transcript ☐)

Evidence of Prior Approval _____
(Superintendent's Prior Approval)

Evidence of Personal Payment _____
(Invoice from College/University)

Approved Fee (if applicable) $ _____

Approved: _____ Amount to be Paid $ _____
Date: _____

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NOTE: Submit to the Superintendent. 7/2013