

PLEASANTS COUNTY SCHOOLS



TUITION REIMBURSEMENT PROCEDURES & REQUEST FORM

Pleasants County teachers who are interested in applying for tuition reimbursement for graduate level courses must first make application to the West Virginia Department of Education, Office of Educator Effectiveness and Licensure. In turn, they will provide notice that they either have denied or approve your application for tuition reimbursement based on the qualifications. They will also provide notice of reimbursement or that they have exhausted available funds. If an employee receives notice they have been approved for reimbursement but denied due to a lack of funds, they can submit a request at the county level by completing the following steps:

- Complete the Pleasants County Schools application form provided below;
- Attach a copy of your Tuition Reimbursement Out-of-Funds Letter provide by the West Virginia Department of Education, Office of Educator Effectiveness and Licensure; and
- Submit completed request form to the Director of Curriculum & Instruction.

*Applicants will be reimbursed only the amount approved by the West Virginia Department of Education (WVDE).

Employee Name	
College or University Coursework Was Completed	
Certification Area	
Courses Completed	

I have read and certify that I meet the eligibility criteria for tuition reimbursement as detailed in the WVDE Form 36: Request for Tuition Reimbursement. I further certify the information I have provided on the application is accurate and I have completed the course(s) as indicated on the West Virginia State Tuition Reimbursement Application. I agree to repay any monies gained through the submission of inaccurate information.

Signature of Applicant

Date