



COLUMBUS CITY SCHOOLS
TALENT/HUMAN RESOURCES DEPARTMENT

CLAIM TO BE REIMBURSED FOR APPROVED COURSES
CLASSIFIED EMPLOYEES

Submit to: *Professional Learning and Licensure*
TuitionReimbursement@columbus.k12.oh.us
17th Avenue Service Center (889 East 17th
Avenue) Attn: Tuition Reimbursement

This section will be completed by HR.

Purchase Order #	
Employee Vendor #	

Name:

Work Location:

Job Title:

Employee I.D. #:

Work Phone:

Home Phone:

Name of College/University:

Courses(s) Taken:

1.

2.

3.

4.

5.

Total Tuition Reimbursement Amount Approved by Committee

Tuition Fee Expenses (Original receipt must be attached.)

Less Amount Received from Grant, Scholarship, etc.

Reimbursement Amount Owed

**THE FOLLOWING MUST BE ATTACHED AND SENT WITHIN 30 DAYS OF
COMPLETION OF THE COURSE(S) IN ORDER TO RECEIVE REIMBURSEMENT:**

- * Official statement showing course(s) taken and fee(s) charged
- * ORIGINAL detailed fee payment receipt showing how payment was made
(loans, grants, scholarships, credit card, etc.)
- * Transcript or Grade Slip

Employee's Signature

Date

By signing, I agree that CCS may contact the college/university to clarify payment, grants, scholarships, etc.