

Douglas County School District Tuition Reimbursement Request Post Secondary Enrollment Options

For reimbursement, complete and attach required documentation. Send within 30 days of completion of post secondary courses) to:

Glen March, Coordinator
Career & Technical Education
UCC/Douglas County School District
15653 Brookstone Drive
Parker, CO 80134
Phone 303.734.3871

Reimbursement request for:

_____ **Fall Semester**

_____ **Spring Semester**

Student's Name

High School Attending

Make check payable to

Address

City, State, Zip Code

SS # of person receiving reimbursement

Phone number

Date

Reimbursement is for students currently enrolled in a DCSD school, who have previously paid tuition and have had postsecondary courses approved through the school district. Attach copies of the following documents to this request:

_____ A copy of a transcript indicating a passing grade of a 'C' or better for each course.

_____ A copy of the college bill indicating the tuition amount paid in full.
(fees, facility charges and books cannot be reimbursed)

_____ A copy of proof of tuition payment.
(canceled check, cash receipt, charge card bill)

A check for tuition reimbursement will be mailed approximately 3 weeks after request is received.

January 2005