

Instructions for Completing the Tuition Reimbursement Request Form

Open the form

Go to Employee Portal and log in with your network credentials. (bvsd.org > BVSD A-Z > AppliTrack: Employee Portal) Click on the Forms tab > click New Form > Find Teacher Request for Tuition Reimbursement form > Click Start Form.

The screenshot shows the 'Create a New Form' interface. On the left, there is a sidebar with a 'New Form' button (highlighted in red) and a 'Your Forms In Progress' section. The main area is titled 'Create a New Form' and contains a list of forms. Under the 'Athletics' category, there is a form for 'Statement of Assurance 2015-2016 (Athletics)'. Under the 'Employee' category, there are two forms for 'Over 1.0 Assignment (DISTRICT FTE)' and 'Over 1.0 Assignment (BUILDING FTE)'. The 'Teacher Request for Tuition Reimbursement' form is highlighted in red, and its 'Start Form' and 'Preview Form' links are also highlighted in red.

After the form opens, click OK, Continue.

The screenshot shows the 'Teacher Request for Tuition Reimbursement' form. At the top, it says 'Teacher Request for Tuition Reimbursement'. Below that, there are two input fields: 'Organization: Boulder Valley School District' and 'Employee: [input field]'. Below these is another input field: 'Assigned To: Employee - [input field]'. A large blue banner with white text reads 'Boulder Valley School District'. Below the banner, there is a message: 'Thank you for taking the time to help us with this form. You only have to complete one page. If you have any trouble completing or submitting the form, [Request Technical Help](#). Click the "Continue" button below to begin.' At the bottom, there is a button labeled 'OK, Continue'.


Complete the form

Teacher Request for Tuition Reimbursement

Organization: **Boulder Valley School District** Employee:

Assigned To: **Employee** -

[Show History](#)



 Please answer the questions below.

▶ School or Department:

▶ Teaching Subject:

Fill out a course block for each course. If you have more than 6 courses you will need 2 forms.


Institution Name: Course Name:

Start Date:  End Date: 

Semester Hours: Quarter Hours:

Note: Please enter Semester Hours or Quarter Hours, not both.

Upload all required documentation for successful completion and documentation of tuition payment. Click Submit. HR will review the form and you will be notified when approved or denied.

 **REQUIRED DOCUMENTATION**

Documentation of Successful Completion - grade slips and/or unofficial transcripts are acceptable. Official transcripts must be attached to this form or emailed to Chyrisse Domenico (chyrisse.domenico@bvsd.org) within 60 days after original submission of form.

Documentation of Tuition Payment

- detailed account summary (available at the Registrar's Office; it lists all charges and payments on your university account) or letter of verification of tuition charges and payments on official letterhead from the Registrar's Office or Continuing Education Office, OR
- Invoice from third party off campus instructor (if applicable) and corresponding payment documentation to third party.