



File IFJ-E

**PORTAGE LA PRAIRIE SCHOOL DIVISION**  
**DISTANCE EDUCATION - APPLICATION FOR REIMBURSEMENT OF TUITION FEES**

**STUDENT'S NAME** \_\_\_\_\_ **SCHOOL** \_\_\_\_\_

**COURSE DESCRIPTION** \_\_\_\_\_ **COURSE NUMBER** \_\_\_\_\_

Students may be reimbursed for Distance Education courses subject to the following guidelines:

1. The course is not offered by the school they attend.
2. The student has prior written authorization from the School Principal to take the course through Distance Education and has agreed to the terms and conditions for reimbursement as outlined on the Distance Education application form.
3. The Principal has reviewed the student's request and has determined that the course is relevant to the program the student is presently taking.
4. The student must register himself/herself for the course and pay the cost of registration.
5. Upon **successful completion** of the approved course the student may apply to the School Principal for reimbursement.
6. Reimbursement shall be for tuition only. The student shall assume responsibility for all other costs, including text books and other supplies and materials as may be required.

Transcript to be submitted to School Principal following completion of the above course.

Date \_\_\_\_\_ Parent's Signature \_\_\_\_\_

**FOR SCHOOL OFFICE USE ONLY**

Approval Granted \_\_\_\_\_ Denied \_\_\_\_\_

Upon verification of successful completion of the above course the tuition fee in the amount of \$ \_\_\_\_\_ will be reimbursed according to the above guidelines.

Date \_\_\_\_\_ Principal's Signature \_\_\_\_\_

Copies to: Parent/Guardian \_\_\_\_\_ Supt. Dept. \_\_\_\_\_ Date Sent \_\_\_\_\_