



**SUBMIT COMPLETED FORM AND DOCUMENTS TO [PAYROLL@DPSK12.ORG](mailto:PAYROLL@DPSK12.ORG)**  
**STUDENT LOAN REIMBURSEMENT REQUEST FORM**

Employee Name: \_\_\_\_\_ Employee #: \_\_\_\_\_  
 School or Location: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

*Requests for Student Loan Reimbursements must be submitted to Payroll and Business Services by the 10<sup>th</sup> of each month to be paid on the end of the month's payment. Proof of outstanding loan balances must be attached to form. Forms without proper documentation will not be processed. Documentation may include such things as a loan payment coupon, receipt, cancelled check, invoice, statement or other similar records. Payments will be included in the employee's paycheck; however, pay will be listed separately under earnings.*

*The Deadline to apply Tuition Reimbursement towards your current school/contract year maximum is August 10<sup>th</sup>.*

*Student Loan Reimbursements are taxable income and will be reported as such on the employee's annual earnings statement.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I understand that as the employee, I am directly responsible for all payments to the student loan agency, educational institution and/or all other entities that I am seeking funds for reimbursement.*

**<<< FOR OFFICE USE ONLY >>>**

Documentation Attached Date \_\_\_\_\_ Submitted to Payroll \_\_\_\_\_

Amount of Tuition Reimbursement → Paid \$ \_\_\_\_\_

\$4,000 available per employee → Balance \$ \_\_\_\_\_

Authorized Payroll Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**ORIGINAL** to Payroll at [Payroll@dpsk12.org](mailto:Payroll@dpsk12.org) (with receipts and transcript)  
**COPY** to Supervisor and Employee

\* **PAYROLL:** Once recorded, submit copy of completed form to HR Central Filing. **Attachment A**