

Request for Course Approval / Tuition Reimbursement

1. **Print form on PINK paper and submit to your building principal.** (Please see reverse side)
2. **Approval and reimbursement shall be subject to Article VIII C.1-2.**
3. **Reimbursement payments will be executed upon presentation of proof of course payment and transcript of course taken.**

TEACHER: _____ DATE: _____

SCHOOL: _____ GRADE LEVEL: _____

INSTITUTION GRANTING CREDITS: _____

(College/University) _____

COURSE TITLE AND CATALOG NUMBER: _____

Check One: ☐ Summer Session Date: _____ ☐ Fall Semester Date _____

☐ Spring Semester Date: _____ ☐ Other: _____

Number of Credits to be Earned: _____ Tuition Cost: \$ _____

Number of Semester Hours _____

COURSE REIMBURSEMENT FOLLOWS THE FISCAL YEAR OF JULY 1 - JUNE 30. ALL GRADES SUBMITTED AFTER JUNE 30 CANNOT BE PROCESSED FOR REIMBURSEMENT UNLESS THE COURSE ENDS AFTER JULY 1.

☐ Approval for Reimbursement

☐ Not Approved

Principal

Date

☐ Approval for Reimbursement for PDPs only

☐ Not Approved

☐ Approval for course credit towards movement on the salary schedule

Paid out of FY: _____

Superintendent of Schools

Date

Date returned to teacher for submittal of items in #3 above: _____

☐ Approved & Submitted for Reimbursement

☐ Amount of Reimbursement \$ _____

Superintendent of Schools

Date

**REVISED GUIDELINES FOR COMPLETION OF
REQUEST FOR COURSE APPROVAL/TUITION REIMBURSEMENT FORM**

(PLEASE PRINT ON BACK SIDE OF FORM)

- Step 1** Complete the top section of form and submit to your building principal for approval of course credit.
- Step 2** Principal approves and forwards form to Superintendent for approval of course credit.
- Step 3** Form is returned to you.
- Step 4** Teacher returns the completed form and attaches copies of cancelled check (BOTH SIDES PLEASE), or other proof of payment, and a copy of the course transcript to the Superintendent.
- Step 5** The course is verified and the Superintendent approves for reimbursement. The form is processed for payment.