PUBLIC SCHOOLS Wayne

Tuition Reimbursement Request
(Please fill out 1 form for each class)

Name _____ Teaching Assignment _____

School _____Tenure Date _____College/ University _____

Semester SUMMER____   FALL ____   SPRING _____   YEAR _____   UNDERGRAD _____   GRAD _____

Degree _____ Certification _____

Completed Course Title (per catalog): _____

Date Course Began: _____   Date of Course Completion: _____

Credit Hours		Description	Fees
A. # of Credit Hours			
B. Cost per Credit Hours			
C. Total Credit Hours Cost (A*B)			
		D. Total Fee Cost	
		Total Reimbursement Requested (C+D)	

COURSE RELATION TO CURRENT / FUTURE DISTRICT EMPLOYMENT. HUMAN RESOURCES DOES NOT RETAIN A COPY OF THE PRE-APPROVAL FORMS. YOU ARE RESPONSIBLE TO ENSURE THAT YOU MAINTAIN ALL ORIGINALS REQUESTED FOR REIMBURSEMENT.
COURSE DESCRIPTION: : (PLEASE ALSO ATTACH A COPY OF COURSE DESCRIPTION FROM COLLEGE WEBSITE OR CATALOG)

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_____

Select Degree Level for which this course will be utilized: **For MA15 and MA30 you must also fill out Advanced Online Study Form**

☐ BA+15   ☐ MA   ☐ MA+15   ☐ MA+30   ☐ Other

_____   _____
Signature of Applicant   Date

_____   _____
Tuition Approval (Superintendent's Signature)   Date