



All courses for which tuition reimbursement is sought must be pre-approved by Superintendent / Assistant Superintendent before the class start date or reimbursement will not be possible.

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: (PLEASE ATTACH A COPY OF COURSE DESCRIPTION FROM COLLEGE WEBSITE OR CATALOG. 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:

Select Degree Level for which this course will be utilized:

- BA+15
 MA
 MA+15
 MA+30
 Other

Signature of Applicant

Date

Tuition Approval (Superintendent's/Assist Super. Signature)

Date