

Tuition Reimbursement Pre-Approval Form

Applicants will be reimbursed at the rate of 50% of the actual per hour tuition fee, not to exceed the aggregate sum of \$1000 per teacher, per fiscal year (July 1 through June 30).

Reimbursement eligibility requires:

- a. The course(s) Must be pre-approved by administration
- b. In June, as part of the check-out procedure, teachers will indicate on a Business Office form their intent to take classes during the upcoming fiscal year. The district will then budget for the reimbursement of those teachers. Teachers who do not fill out the required form, will not be guaranteed reimbursement.

Directions: Complete Sections 1 and 2. Sign and Date Section 3, then turn into the office. PLEASE PRINT.

1. EMPLOYEE INFORMATION			
Full Name (First MI Last)	Department	Employee Number	Today's Date
Address	City, State	Zip	Daytime Phone

2. DEGREE or PROGRAM PLAN INFORMATION		
Degree or Program		
Institution Name	Cost per Credit	Total Cost
Why are you taking this program?		
<input type="checkbox"/> Content applies to my current position. If so, how? Explain below.		
<input type="checkbox"/> Required to remain in my current position. If so, how? Explain below.		
<input type="checkbox"/> Other. Explain below.		

3. SIGNATURES			
I understand that I must complete the tuition reimbursement form once the semester is completed to receive reimbursement.			
Employee Signature:		Date:	
Supervisor Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date Approved:
Supervisor Signature:			
Superintendent Signature:			
Business Manager Signature:			
Account Number:			