COURSE PRE-APPROVAL AND TUITION REIBURSEMENT APPLICATION

Name_____ Date_____

Site Location_____

On Campus_____ Extension_____

Dates of Attendance: From_____ To _____

Course Description

_____

_____

_____

Course Number	Course Name	Semester Hrs. Credit	Cost Per Sem. Hour	Total Cost	Increment Credit Approval Only
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Graduate Credit _____ Undergraduate Credit _____

Superintendent's Pre-approval for increment credit advancement _____(initials)

_____ _____
Superintendent Signature Date

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Upon completion of course(s), the original approved form should be sent the Unit Office with the following: (1) grade slip and (2) proof of payment (receipt) for reimbursement to be made.

Reimbursement up to $375.00 for each approved 3 semester hour course, up to 12 hours each contract year, per teacher. Courses that are not 3 semester hours will be prorated according to the number of hours. (Reference: Teacher Agreement, Page 31, Section P)

_____ _____ _____
Superintendent Authorization Date Amount Approved