

# Course of Study Prior Approval

Prior approval must be granted before taking any course for which you expect reimbursement.

**Instructions:** Teachers enrolled in a university approved degree program will submit, in advance, to the Director of Curriculum for his/her approval, a list of the required courses for the program as well as the estimated time for completion of the degree. Individual courses will need to be submitted for advance approval as courses are taken.

## EMPLOYEE INFORMATION

Name: \_\_\_\_\_ Title: \_\_\_\_\_

The district may reimburse teachers at the rate of \$250.00 per credit hour, with maximum annual reimbursement for six (6) credit hours for each successfully completed course in the same given school year. (max \$1,500)

## COURSE INFORMATION

Name of university, college, or other institution offering the program \_\_\_\_\_

Course of Study/Degree Sought \_\_\_\_\_

Course Title	Course Number	Course Hours	Required Course	Elective Course

Anticipated date of completion of this degree/program of study \_\_\_\_\_

Amount requested to be paid by district \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

District Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## UPON COMPLETION OF THE COURSE

The district will reimburse you for tuition expenses when you attach the following to a complete tuition reimbursement agreement form:

- Official documentation of transcript, i.e., original grade reports, receipts, or online transcript (no photocopies or faxes) showing a grade of "C" or better for undergraduate coursework, or "B" or better for graduate coursework.
- An original invoice or bill for tuition cost (labeled tuition) with amount.
- Proof of payment.