

PERSONNEL DEPARTMENT - CENTRAL OFFICE

TUITION REIMBURSEMENT FOR APPROVED GRADUATE COURSES

PART 1 - PRIOR APPROVAL – ATTACH COLLEGE COURSE DESCRIPTION

Applicants must obtain course approval prior to registration. (*ATTACH 3 COPIES*)

Date of Application _____

College/University _____

(For Personnel Use Only)

Rate per credit hour _____
Rate of reimbursement \$ _____ **per credit hour**

Course No.	Course Name/Description	Credits	Dates
_____	_____	_____	_____
_____	_____	_____	_____

Print Applicant's Name Date Applicant's Signature Date

Principal's Signature Date Superintendent's Signature Date

PART 2 - To be completed and signed below upon completion of course. Attach 3 copies: tuition receipts, grade reports, and completed *GREEN* forms which includes your signature, date, tuition and forward all this to the Personnel Department.

College/University _____

Course No.	Course Name/Description	Credits	Dates
_____	_____	_____	_____
_____	_____	_____	_____

(Rev. 1/12) Applicant's Signature Date

cc: File
 Business Office
 Professional Development Office

