



REQUEST FOR COURSE APPROVAL & REIMBURSEMENT OF TUITION COSTS

Prior to the start of the course. Complete All of Part A and Submit to the Assistant Superintendent for approval. Once approved, this form will be returned to you. Keep this form to complete the reimbursement process.

Part A: TO BE COMPLETED AND SUBMITTED FOR APPROVAL PRIOR TO START OF COURSE

Name of Applicant: _____ Date: _____

Mailing Address: _____

School: _____ Position: _____ BTA _____ Para _____ BAO _____

Name of Course: _____ Name of College/University: _____

Specific Start Date of Course (not rolling): _____ Number of Graduate Credits: _____ Course Cost: _____

Course Description Attached

Aligned to School, district, and/or teachers' goals.

** FOR BTA (LEU) AND BAO MEMBERS: I have verified that this course is a graduate level course and that a letter grade will be issued for this course. I understand that if the college/institution cannot provide a transcript with a letter grade I will not be granted reimbursement. In addition, I recognize that Central Office approval of the course under article 26 (BTA) and article 7 (BAO) for reimbursement does not guarantee application toward salary advancement under appendix A (BTA) and appendix C (BAO).*

Applicant's Signature** _____ Date: _____

Approved (Principal/Director): _____ Date: _____

Approved (Superintendent or Designee): _____ Date: _____

Part B: TO BE COMPLETED BY CENTRAL OFFICE

Cost: \$ _____ Previous Reimbursement: \$ _____ Approved Reimbursement: \$ _____

Approved: (Superintendent or Designee) _____ Date: _____

Part C: UPON COMPLETION OF THE COURSE SCAN THE FOLLOWING TO THE ASSISTANT SUPERINTENDENT'S OFFICE

- A. 1 Copy of Official Transcript showing letter grade from the University (EX : Bridgewater). This must state your final letter grade for this course. The grade must be a B- or better to receive reimbursement.
- B. 1 Copy proof of payment with the cost of tuition.
- C. This original signed form

DR OFFICE USE ONLY:

Purchase Order # _____

Acquisition # _____

Vendor Number _____

Batch Number _____