SHERIDAN SCHOOL DISTRICT 48J

LICENSED TUITION PRE-APPROVAL AND REQUEST FOR REIMBURSEMENT

Name: _____

Last First Middle

Directions for reimbursement:

1. To be eligible for tuition reimbursement, courses shall be graduate level or undergraduate level with prior approval from the Superintendent, and successfully completed with passing grades.
2. Reimbursement shall not exceed $560 per credit. The District will pay a maximum of 8 quarter credit hours per year, July 1st through June 30th.
3. **Get approval prior to registration by COMPLETING this form with signed Licensed Tuition Reimbursement Employee Acknowledgement and submitting to the District Office for Superintendent's pre-approval.**
4. Within 90 days of course end date, submit the following completed packet
   a. Copy of this page
   b. Receipt of payment
   c. Grade slip

Course Offered By	Term Year	Title of Course	Course Number	Credit Hours	Semester or Quarter Hours

***Approval of course does not guarantee full amount for reimbursement. Reimbursement will be based on current CBA language.**

_____ _____

Employee's Signature Date

☐ Approved
☐ Not Approved

Reason: _____

_____ _____

Superintendent's Signature Date

FOR OFFICE USE ONLY	
Completed Packet:	☐ Copy of Approved Tuition Request Form ☐ Receipt of payment ☐ Grade Slip
Number of Credits: _____	Total: $ _____
Authorized Signature	Date
Accounts Payable Final Payment	Date

Revised 09/03/2025