

**SHERIDAN SCHOOL DISTRICT 48J
TUITION APPROVAL REQUEST**

In order 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. 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. A completed packet must be submitted to the District Office for reimbursement.

Name: _____
Last First Middle

Steps for tuition reimbursement:

1. Submit Tuition Approval Request for Superintendent’s approval
2. Following successful completion of the course, please turn in 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 |
|-------------------|-----------|-----------------|---------------|--------------|---------------------------|
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| | | | | | |
| | | | | | |

Employee’s Signature _____ Date _____

Approved:
Not Approved: Reason: _____

Superintendent Signature _____ Date _____

FOR OFFICE USE ONLY

Completed Packet:
 Copy of Approved Tuition Approval Request Form
 Receipt of payment
 Grade slip

 Number of Credits: _____

 Total: \$ _____

Authorized Signature _____ Date _____

Accounts Payable Final Payment _____ Date _____