

SHERIDAN SCHOOL DISTRICT 48J

CLASSIFIED 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 in the field of Education.
2. Reimbursement shall not exceed \$300 per credit. The District will pay a maximum of 4 quarter credit hours per year, July 1st through June 30th.
3. **Get approval prior to registration by COMPLETING this form with signed Classified Tuition Reimbursement Employee Agreement and submitting to the District Office for Superintendent’s pre-approval.**
4. Within 90 days of course end date, submit the following competed 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:	<input type="checkbox"/> Copy of Approved Tuition Request Form <input type="checkbox"/> Receipt of payment <input type="checkbox"/> Grade Slip
Number of Credits: _____	Total: \$ _____
_____ Authorized Signature	_____ Date
_____ Accounts Payable Final Payment	_____ Date