

**PRE-APPROVAL FOR REIMBURSEMENT OF
COLLEGE/UNIVERSITY COURSEWORK**

COLLEGE/UNIVERSITY _____

COURSE _____ NUMBER _____

ATTENDANCE DATE _____ TO _____

TUITION AMOUNT \$ _____

This will lead to: _____ advanced degree
 _____ additional certification
 _____ professional growth

NAME _____

PROGRAM _____ DATE _____

NOTE: Eligible employees may only submit for reimbursement a maximum of twelve (12) semester credit hours during each school year and nine (9) semester credit hours during each summer for a maximum of eighteen (18) semester credit hours for both the school year and summer school together.

_____ Approved

_____ Not Approved

Reason: _____

_____ Date

_____ Executive Director

cc: Business Office
Personnel File

PAEC/320
10/12 (over)

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COLLEGE/UNIVERSITY COURSEWORK**

ADMINISTRATIVE PROCEDURE

- 1) Complete the top portion of the form prior to enrolling in the course (one course per form).
- 2) Submit this form to the Executive Director two (2) weeks prior to the date you will register for the course.
- 3) The request will be reviewed by the Executive Director, approved or disapproved, and the signed form will be returned to you with a reimbursement form to be processed the following school year, if approved. Keep these forms in your records until time for reimbursement.