

SAU 21 OFFICE USE ONLY:

TO BE COMPLETED BY ADMINISTRATOR:

Amount reimbursed
for this Course \$ _____

NAME: _____

ADDRESS: _____

ENCUMBER _____

ACCOUNT NO. 221009 -240

SCHOOL: _____

DISTRICT _____

POSITION: _____

DATE: _____

COURSE APPROVAL FOR TUITION REIMBURSEMENT

Course work should be approved in advance of enrollment by the Superintendent or his designee..

TO BE REIMBURSED PLEASE FOLLOW THESE STEPS:

1. After completing course work, submit the following documents to the Human Resources Office in order to process tuition reimbursement:

- a. This form (signed)*
- b. Transcripts with a grade of "B" or better
- c. Proof of Payment

***TO RECEIVE APPROVAL, PLEASE FURNISH THE FOLLOWING INFORMATION:
(Please note again: Approval should be obtained prior to enrollment)**

Specific reason for taking graduate course: _____

NUMBER/TITLE OF GRADUATE COURSE	INSTITUTION	DATES OF COURSE	COST OF COURSE	GRADUATE CREDITS
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Approval of Superintendent or Designee/Date

GRADUATE CREDIT COURSES ONLY