

**SAU 21 OFFICE USE ONLY:**

**TO BE COMPLETED BY TEACHER:**

Amount reimbursed  
for this Course \$ \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ENCUMBER \_\_\_\_\_

ACCOUNT NO. 221009 -240

SCHOOL: \_\_\_\_\_

DISTRICT \_\_\_\_\_

GRADE/SUBJECT: \_\_\_\_\_

DATE: \_\_\_\_\_

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**COURSE APPROVAL FOR TUITION REIMBURSEMENT**

Per Article XIV, Section 14-1 of the AGREEMENT between THE SEACOAST EDUCATION ASSOCIATION and the SCHOOL ADMINISTRATIVE UNIT NO. 21 SCHOOL BOARDS, each local school district shall reimburse teachers for **graduate** approved courses up to maximum allowed as per Article XIV and provided that evidence of a grade of "B" or better is received. The graduate course must have been approved by the Superintendent or his designee in advance of enrollment.

**TO BE REIMBURSED PLEASE FOLLOW THESE STEPS:**

1. Before enrolling in a graduate course, obtain your Principal's and the SAU # 21 Office's signature on this form (See below).
2. After completing course, submit the following documents to the Superintendent's Office:
  - 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 must 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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\_\_\_\_\_  
Principal/Date (signature denotes recommended)

\_\_\_\_\_  
Approval of Superintendent/Date

**GRADUATE CREDIT COURSES ONLY**