

Tuscola Intermediate School District

Administrators/Supervisors

PRIOR APPROVAL

COURSEWORK REIMBURSEMENT

Effective July 1, 2014, tuition fees, including State Continuing Education Clock Hours (SCECH) fees, for coursework completed and directly related to his/her administrative duties shall be reimbursed by the Board—up to \$1500 per school year.

Instructions: Approval from the Superintendent on this form must be received at least 20 days prior to the start date of your class in order to receive course reimbursement. Requests submitted after the 20-day deadline will not be accepted. A separate form is to be used for each course. A course description from the college/university must be attached to all requests. No prior approval will be considered unless this form is completed in its entirety.

In order to receive reimbursement from the District, you must submit a completed “Request for Funds” form to the Superintendent within 30 days after you have completed the coursework. Please attach the following to your request: 1) A copy of your transcripts showing the completed coursework, 2) Your paid receipt from the college/university, and 3) A copy of the signed/approved PRIOR APPROVAL COURSEWORK REIMBURSEMENT form. Reimbursement will be made only for successful completion of courses. Official transcripts (send directly to District) must be also requested at that time.

NAME _____ TOTAL COST _____

COURSE NAME _____ COURSE NUMBER _____

INSTITUTION _____

COURSE BEGINNING DATE _____ COURSE ENDING DATE _____

BRIEFLY DESCRIBE THE COURSE AS IT RELATES TO YOUR ADMINISTRATIVE DUTIES HERE AT THE TUSCOLA INTERMEDIATE SCHOOL DISTRICT.

The above information is true to the best of my knowledge.

Applicant's Signature

Date

Approval of Superintendent

Date