



Tuition Assistance Pre-Approval Form

Prior to enrolling in any college credit program, you must submit a Tuition Reimbursement Pre-approval form to the superintendent for authorization. The superintendent will review the courses and determine if they relate to job or licensing goals. If your request is approved, the form will be forwarded to treasurer. Please attach a copy of your program curriculum to this form upon submission for approval. Failure to provide the curriculum will result in your request being denied.

To be eligible for Tuition Reimbursement, you must meet all of the criteria noted in the negotiated agreement Article 16.

EMPLOYEE – PLEASE COMPLETE SECTIONS 1-2. PLEASE PRINT.

Full Name (First MI Last)	Building	Assignment	Today's Date
Address	City	State	Zip
			Day Phone Number ()

Degree or Program if applicable:	Type of Degree or Program: <input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate
Institution's or Provider's Name:	Number of Credits: Cost per credit:
Why are you taking this program? <input type="checkbox"/> Content applies to my current position. If so, how: <input type="checkbox"/> Required to remain in my current position or license. If so, how: <input type="checkbox"/> Relates to a future job goal within Garaway. If so, how: <input type="checkbox"/> Other:	

I have read the Tuition Reimbursement information in the negotiated agreement. I understand that I must complete the Tuition Reimbursement Form once the semester is completed to receive reimbursement.

Employee Signature _____ Date _____

Degree or Program Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No Date Approved: _____ If No, why: Superintendent Signature: _____	Treasurer Signature: _____ Processed Date: _____
---	---

Tuition Reimbursement

1) Course Title: _____	Course # _____
Date(s) of Course: _____	Number of hours _____
Tuition Cost: \$ _____	Method of Payment: _____ Type of Documentation: _____
2) Course Title: _____	Course # _____
Date(s) of Course: _____	Number of hours _____
Tuition Cost: \$ _____	Method of Payment: _____ Type of Documentation: _____
3) Course Title: _____	Course # _____
Date(s) of Course: _____	Number of hours _____
Tuition Cost: \$ _____	Method of Payment: _____ Type of Documentation: _____

Document Checklist

- University documentation of cost per credit hour.
- Documentation of payment.
- Official transcript provided.