

Administrator Course Reimbursement Request

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 requires approval in advance of enrollment by the Superintendent or his/her designee.

***TO RECEIVE APPROVAL, PLEASE FURNISH A COURSE PLAN WITH RATES BY SEPTEMBER 1 IN THE SCHOOL YEAR PRIOR TO INTENDED COURSEWORK – PER THE ADMINISTRATOR COURSE REIMBURSEMENT REQUEST PROCESS:**

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)* with accompanying course plan
 - b. Transcripts with a grade of "B" or better
 - c. Proof of Payment

NUMBER/TITLE OF GRADUATE COURSE	INSTITUTION	DATES OF COURSE	COST OF COURSE	GRADUATE CREDITS
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Approval by Business Administrator/Date

Approval of Superintendent or Designee/Date

GRADUATE CREDIT COURSES ONLY