

**PRIOR APPROVAL FOR  
TUITION REIMBURSEMENT  
JULY 1, 2021 – JUNE 30, 2023**

**NAME:** \_\_\_\_\_ **DATE SUBMITTED:** \_\_\_\_\_

**COURSE TITLE:** \_\_\_\_\_

**COURSE CODE:** \_\_\_\_\_

**START DATE OF CLASS:** \_\_\_\_\_ **END DATE OF CLASS:** \_\_\_\_\_

**LEVEL: GRADUATE:** \_\_\_\_\_ **UNDERGRADUATE:** \_\_\_\_\_

**NUMBER OF HOURS: QUARTER HOURS:** \_\_\_\_\_ **SEMESTER HOURS:** \_\_\_\_\_

**COLLEGE / UNIVERSITY:** \_\_\_\_\_

**RELATIONSHIP TO ASSIGNMENT:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Course must be approved as part of the employees Individual Professional Development Plan. The plan shall be based on the needs of the educator, the students and the school district.

Each bargaining unit member shall be eligible for reimbursement of the cost of twelve (12) quarter hours or twelve (12) semester hours per school year. Each bargaining unit member will be reimbursed at the rate of \$250.00 per quarter hour and \$375.00 per semester hour, but in no case will the reimbursement exceed the cost of tuition.