

**WESTMONT HILLTOP SCHOOL DISTRICT**  
**Pre-approval**  
**&**  
**Tuition Reimbursement Request Form for *ACT 93 Employees***  
(Article XVI, page 6 of the Act 93 Contract, 7/1/2017-6/30/2022)

**STEP 1: Pre-approval Request**

Employee/Title: \_\_\_\_\_ Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

Course Title/#: \_\_\_\_\_

College/University: \_\_\_\_\_

Circle One: **Graduate**                      **Undergraduate**                      # of Credits: \_\_\_\_\_

Class Enrollment Dates: \_\_\_\_\_

Tuition Cost: \$ \_\_\_\_\_ per credit \_\_\_\_\_ Total Cost: \_\_\_\_\_

Tuition reimbursement will be provided at the actual tuition cost up to \$500 per credit. Employees shall be reimbursed up to a total of 15 (*tuition only*\*) credits per calendar year (\$7,500).

See back for complete reimbursement rules and requirements. It is the employee’s responsibility to be aware of annual reimbursement limits.

*\*Additional fees such as Activity, Registration, Technology or late fees, etc. are not eligible for reimbursement.*

Please check the criteria that apply:

- \_\_\_\_ 1. Courses leading to a Master’s Degree in Education.  
*NOTE: Official confirmation of the Master’s program is required.*
- \_\_\_\_ 2. Courses to be applied to an additional certification.  
*NOTE: Official confirmation of the Certification program is required.*
- \_\_\_\_ 3. Graduate and/or undergraduate courses that would enhance the effectiveness of the employee in his/her current assignment, including courses in Administration, but only if approved in advance by the Superintendent.

**Must have pre-approval form signed by Superintendent before the start of class.**

Calendar year tuition reimbursement paid to date: (not including current request) \$ \_\_\_\_\_

Business Manager’s Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Donald B. Irwin, Jr.

Acting Superintendent’s Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Thomas R. Mitchell

*NOTE: After approval, this form will be returned to you. Upon completion of your course(s), please send it back with the following:*

- 1) Evidence of cost of tuition-itemized bill (needed for documentation), and*
- 2) Evidence of having obtained a grade of “B” or better or a passing grade when only pass/fail is offered or a satisfactory when only a satisfactory is offered.*

**STEP 2: Tuition Reimbursement Request**                      **Date Submitted to District Office:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Itemized bill attached?** \_\_\_\_\_

**Grade attached?** \_\_\_\_\_

**BUSINESS OFFICE USE:**

Superintendent Approval \_\_\_\_\_

Business Manager Approval \_\_\_\_\_

Current Reimbursement Amount \$ \_\_\_\_\_ Ck# \_\_\_\_\_ Date Processed \_\_\_\_/\_\_\_\_/\_\_\_\_

Calendar Year (Jan 1– Dec 31) Paid to Date - Including this Reimbursement \$ \_\_\_\_\_

