



## Request Form For Support Staff PRE-APPROVAL OF UNIVERSITY CREDIT

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Position:** \_\_\_\_\_

This form must be submitted at least 14 days prior to the course starting date each year even if you are in a continuing masters program. Tuition reimbursement applies to any coursework taken between April 1<sup>st</sup> of the previous year and March 31<sup>st</sup> of the current year.

**Timeline**

- April 30 Evidence of tuition payment and agreement must be received by the district office.
- May 15 All coursework must be completed.
- May 15 A reimbursement amount statement will be emailed.
- June 1 All official transcripts must be received by the district office.
- June 30 Tuition reimbursement included with paycheck.

1. Are you completing a certificate program?  Yes  No
2. Are you completing an Associate's degree program?  Yes  No
3. Are you completing a bachelor's degree program?  Yes  No
4. Are you completing a master's degree program?  Yes  No Date: \_\_\_\_\_
5. I am requesting pre-approval to take the following courses:

Course Name	Hours	University	Start Date	Completion Date	Cost Per Credit	Transcript Received

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Pre-Approval Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Educational support personnel may apply to the Superintendent for pre-approval for tuition reimbursement for coursework directly related to the employee's job assignment. The employee must submit transcripts and receipts verifying enrollment and attainment of a grade "B" or better in the course to obtain the reimbursement. Reimbursement will be made based on the Northern Illinois University cost per credit hour not to exceed the employee's actual cost. If the total requests for reimbursement exceed the Board's appropriation in the budget, the funds will be reimbursed on a pro-rata basis. The maximum number of credits to be reimbursed in a school year is unlimited. Employees who apply for tuition

reimbursement must sign a salary reduction agreement to reimburse the district in the event the employee leaves the district within two years of receiving the reimbursement.