



Non-Licensed Personnel Pre-Approval/Tuition Reimbursement

This form must be completed in full, signed, and submitted to your immediate supervisor for approval prior to the start of the course.

NAME _____ DATE _____
Month/Day/Year

BUILDING: Palatine Fremd Conant Schaumburg Hoffman Administration Center Higgins North Campus

POSITION: _____ YEARS IN DISTRICT 211 _____

Procedure for Obtaining Tuition Reimbursement

1. Complete pre-approval form prior to the start of the course and submit to immediate supervisor.
2. Employee will receive copy of pre-approval form after all required signatures have been obtained.
3. Upon payment of tuition, submit the original paid receipt to the personnel office.
4. Upon completion of the course, the employee must send an official transcript/certificate to the personnel office.
5. Upon receipt of the original receipt and transcript, a check will be issued to the employee in the amount of the tuition for the pre-approved course. Payment will be made on October 15 for summer school work, and February 15 and July 15 for Saturday and evening courses taken during the school year, or as prescribed in a collective bargaining agreement.

PROPOSAL

I request pre-approval of study from _____ to _____ (inclusive).
Month/Day/Year Month/Day/Year

INSTITUTION _____ COURSE (Name & Number) _____ CREDIT HOURS _____

COMMENTS: _____

I have read and understand the application for pre-approval and the procedures for obtaining tuition reimbursement.

SIGNATURE _____ DATE _____

Immediate Supervisor Recommended Not Recommended

Signature Date

SSP Administrator Recommended Not Recommended

Signature Date

Director of Human Resources Approved Not Approved

Signature Date

FOR OFFICE USE ONLY

Tuition Receipt \$ _____ Date _____ Transcript _____ Date _____

Reimbursement Date _____