

## Sidney City Schools

### Graduate Class Approval and Tuition Reimbursement Application

Staff Member: \_\_\_\_\_

Building: \_\_\_\_\_

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

**REIMBURSEMENT**  
**\$75.00 per Semester Hour**

**Directions for having a graduate class approved for either tuition reimbursement or to add hours to your level on the salary schedule:**

- Fill out the table for only one semester at a time.
- Send the form to the personnel office for approval prior to taking the class along with supporting documentation such as course description or syllabus.
- After the form is approved, it will be sent back to the staff member.
- It is the staff member's responsibility to resubmit the form to the Personnel Office after the coursework is completed.

Completed by Staff Member					Completed by Personnel Office		
Course Number	Course Name	Institution	Completion Date	# of Semester Hours	Amount Approved	Not Approved	Approved for Hours
<b>Total</b>							

\_\_\_\_\_  
**Staff Member's Signature**

\_\_\_\_\_  
**Administrative Approval**

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

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

**For Reimbursement:**

- Attach an original report card or transcript along with proof of payment.
- The completed form with verification of course completion and grade will be kept on file in the personnel office until October 1.
- On October 1, all approved forms will be turned over to the Treasurer's office to be processed for payment.

**For Adding Hours to Your Current Location on the Salary Schedule:**

- Have an official transcript sent to the Superintendent's office by October 1.

**Course Approval Flow Chart for Tuition Reimbursement  
and Advancement on the Salary Schedule**

