



COURSE APPROVAL FORM
AMITY SCHOOL DISTRICT 4J

PRIOR APPROVAL REQUIRED

I request approval for the following classes:

Course Title: _____

Course Description: _____

Describe correlation to teaching assignment: _____

Course Number: _____ Quarter Hours: _____ Semester Hours: _____

Term (check one): Summer () Fall () Winter () Spring ()

Teacher's Printed Name: _____

Teacher's Signature: _____

Principal's Signature: _____

Superintendent's Signature: _____

IMPORTANT! KEEP A COPY OF THIS FORM, TO FILE FOR TUITION REIMBURSEMENT, ATTACH RECEIPT UPON COMPLETION OF COURSE ALONG WITH YOUR TRANSCRIPT.

I request payment for the above class, \$ _____. A receipt and transcripts/grades are attached.

- 1. Reimbursements for the first \$1,000 of allowable (as described in 2-7 below) tuition cost and 50% of the next \$1,000 of the allowable tuition cost per year (July 1 thru June 30) for a maximum district reimbursement of \$1,500 per year. Association members working one-half time or more, but less than full time shall receive prorated tuition benefits. Employees working less than one-half time are not entitled to tuition benefits.*
- 2. Tuition reimbursement shall not exceed the actual tuition paid by the staff member and does not include books or incidental fees.*
- 3. In order to be eligible for reimbursement, courses shall be approved by the superintendent and successfully completed with passing of an "A" or "B" or pass grade.*
- 4. The District will not provide tuition reimbursement for classes which are covered by other sources, such as scholarships, grants, fellowships, etc.*
- 5. Association members not returning to the District in September will not receive reimbursement for courses taken during the previous summer.*
- 6. Association members new to the District are eligible for tuition reimbursement for course work that they enroll in after they start teaching.*

Teacher's Signature: _____

Principal's Signature: _____

Superintendent's Signature: _____