

**TUITION APPROVAL FORM-** Updated as of June 1, 2015  
**Non-Teaching Staff**

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

BUILDING LOCATION: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

IS COURSE ONLINE or TRADITIONAL? \_\_\_\_\_

COURSE NUMBER: \_\_\_\_\_ QUARTER CREDITS: \_\_\_\_\_

COLLEGE/TECHNICAL INSTITUTE: \_\_\_\_\_

INCLUSIVE DATE OF COURSE: \_\_\_\_\_

BUDGET CODE: \_\_\_\_\_

(To be filled out by supervisor and charged to building's budget)

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HUMAN RESOURCES DIRECTOR'S SIGNATURE

\_\_\_\_\_  
DATE

*THE PROCESS: See reverse side...*

	Semester	Quarter	Other, (i.e., Blocks)
Academic Session	3	4.5	Based on the institution's definition of "academic session" and the types of credits students earn. For example: Bethel College uses blocks as their academic session, but students earn semester credits.
Fiscal Year	9	13.5	

Interpretation: *See individual contracts for exact language.*

- District shall reimburse 50% tuition and book expense not to exceed a total of nine credits in any one fiscal year for course work... (MSEA Paraprofessionals, Confidential contracts)
- District shall reimburse 50% tuition and book expense for up to three credits per academic session not to exceed a total of nine credits in any one fiscal year for course work ... (CLASS, Building Service Employees, Mechanics contracts)
- District shall reimburse 50% tuition, and required course fees, application fees and books up to \$150 per course for up to 9 credits in any one fiscal year for advanced (graduate level) college course work ...(AST)
- The above table may serve as a guide to determining the amount of credits the district will reimburse for approved courses. This table is based on the conversion that 1 semester credit equals 1.5 quarter credits.
- There are some instances where a higher learning organization does not use a semester or quarter system. These will be decided on a case-by-case basis.

Ex: A 4-credit course is taken at the U of MN (quarter credits) at a cost of \$200 per credit. The employee will receive reimbursement of \$400 for tuition expenses.

$$4 \text{ quarter credits} \times \$200 = \$800$$

$$\$800 \times 50\% = \$400$$

If an employee takes 6 semester credits during one academic session, they are reimbursed for 50% of three of these credits. Ex: Employee takes two courses, three semester credits each, at a cost of \$200 per credit. The employee will receive reimbursement of \$300.

$$6 \text{ semester credits} \times \$200 = \$1,200$$

$$\text{reimbursement for 3 credits: } 3 \times \$200 = \$600$$

$$\$600 \times 50\% = \$300$$

### Steps for receiving reimbursement:

1. **PRIOR** to taking a course, submit tuition approval form to principal/administrator for signature, then forward to Human Resources for final approval. You will receive a signed copy of the form informing you whether the course has been approved or not.
2. Upon completion of the course, submit the following items to Human Resources:
 

✓ Completed claim form	✓ Fee receipt for Tuition or books(if applicable) paid
✓ Grade slip or transcript	✓ Signature of supervisor and account codes