



HUMAN RESOURCES DEPARTMENT

651-351-8340 

www.stillwaterschools.org 

1875 South Greeley Street 
Stillwater, MN 55082

TUITION APPROVAL FORM

District Directors, Managers, Program Administrators,
Coordinators, Supervisors, Specialists, Tech Support

NAME: _____

POSITION: _____

BUILDING LOCATION: _____

COURSE TITLE: _____

COURSE NUMBER: _____ CREDITS: _____ QUARTER HOURS
 SEMESTER HOURS

ACCREDITED COLLEGE/UNIVERSITY: _____

INCLUSIVE DATE OF COURSE: _____

DESCRIBE THE RELVANCE OF THIS COURSE TO YOUR PRESENT ASSIGNMENT
OR HOW THIS COURSE WILL PREPARE YOU FOR PROMOTIONAL OPPORTUNITIES:
(Please attach a copy of course description)

BUDGET CODE: _____
(To be completed by supervisor and charged to building /department's budget)

EMPLOYEE'S SIGNATURE _____ DATE _____

SUPERVISOR'S SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY

APPROVED NOT APPROVED

COMMENTS:

HUMAN RESOURCES COORDINATOR'S SIGNATURE DATE

See reverse side



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Upon pre-approval by the appropriate administrator, an employee may be eligible for reimbursement of tuition and materials (including software), up to a maximum of \$5,200 per year for coursework completed at an accredited college that is directly related to an employee's position or may lead to promotional opportunities. To be eligible for reimbursement, the employee must submit receipts for payment as well as grade slips indicating a grade of "C" or higher, or "Pass" if a pass/fail course. If an employee receives financial support in the form of grants or aid (other than loans requiring repayment) toward their educational expenses, reimbursement will be reduced by such amounts. Employees working less than one year following the reimbursement of tuition will be required to repay a pro-rated amount of the reimbursement received during their last year of employment.

STEPS FOR RECEIVING REIMBURSEMENT:

1. Prior to taking a course, submit tuition approval form to supervisor for signature, then forward to Human Resources. You will receive a signed copy of the form indicating whether the course has been approved or not.
2. Upon completion of the course, submit the following items to Human Resources:
 - √ Copy of originally submitted signed *Tuition Approval Form*
 - √ Completed voucher form (not to exceed \$5,200 per contract year)
 - √ Fee statement
 - √ Receipt for tuition paid
 - If received financial support in the forms of grants or aid (excluding loans requiring repayment) toward education expense, reimbursement will be reduced by such amounts
 - √ Grade slip or transcript indicating a grade of "C" or higher, or "Pass" if a pass/fail course
 - √ Receipts for required textbooks purchased