(Submit to the Superintendent's Office for approval)
Superintendent
River Valley School District

University Credit Approval
Act 48 Approval
Tuition Reimbursement

Employee Name (please print or type): _____

I am currently approved for or have been paid for _____ credits. Masters Degree YES ____ NO _____ (Please check one)

I am requesting: _____Act 48 Credit **AND/OR** _____Credit Approval/Tuition Reimbursement.

Course Title & Number	Beginning Date (MO/DAY/YEAR)	Credits	Completion Date (MO/DAY/YEAR)

College or University where credits will be earned: _____

TUITION REIMBURSEMENT

Please accept my request for Tuition Reimbursement for the above course(s). I understand that approval must be obtained before I begin the course(s).

Further, I understand that approval is subject to the provisions of the Tuition Reimbursement language contained in the agreement between the River Valley School District and the River Valley Education Association or the Act 93 agreement between Administration and the River Valley School District.

Upon completion of the approved course(s), submit the following information to Alice Santoro, Superintendent's Office, for reimbursement.

- Copy of the approved tuition reimbursement form, signed by the Superintendent
- Itemized tuition charges
- Proof of payment (cancelled check or computer printout) showing a breakdown of the charges and payments
- Official transcript with final grade

ACT 48 CREDIT Act 48 credits requested: _____

To receive Act 48 Credits, you must provide copies of the paperwork to the Building Secretary.

_____ _____
Employee Signature Date

FOR OFFICE USE ONLY:

TUITION REIMBURSEMENT		**ACT 48**	
Credits remaining from previous approval:	_____	Act 48 Activity #:	_____
Credits reimbursed:	_____	Act 48 Credits Granted:	_____
Remaining approved credits:	_____	Approval:	_____

Approved by: _____ _____
Superintendent Date

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