



## TEACHER/PARAPROFESSIONAL

### TUITION REIMBURSEMENT PRE-APPROVAL FORM

Caesar Rodney School District

This form must be completed for EACH course to be considered for reimbursement. If taking more than one course at a time, please complete a separate form for each class.

|                                                                            |
|----------------------------------------------------------------------------|
| <b>Name:</b>                                                               |
| <b>Employee ID Number:</b>                                                 |
| <b>School:</b>                                                             |
| <input type="checkbox"/> Teacher <input type="checkbox"/> Paraprofessional |
| <b>Date submitted:</b>                                                     |

**Date Received:** \_\_\_\_\_

**ACTION:**

\_\_\_\_\_ **Application is approved.**

\_\_\_\_\_ **Application is rejected.**

**Reason:**

\_\_\_\_\_

**Human Resource Director or Supervisor Signature:** \_\_\_\_\_

**TUITION REIMBURSEMENT: Use separate form for EACH course.**

| Course Number | Course Title | Credits | Start Date | End Date | Institution |
|---------------|--------------|---------|------------|----------|-------------|
|               |              |         |            |          |             |

*The dates must include MM/DD/YY to be considered for prior approval.*

**COURSE COST: Please complete this chart showing cost per credit.**

|                                  |                                |                    |
|----------------------------------|--------------------------------|--------------------|
| <b>Number of credits</b> _____ X | <b>Cost per credit</b> _____ = | <b>Total</b> _____ |
|----------------------------------|--------------------------------|--------------------|

**PLEASE NOTE:** THIS APPLICATION MUST BE RECEIVED BY THE OFFICE OF HUMAN RESOURCES PRIOR TO THE START OF CLASS. IN ORDER TO ENSURE CONSIDERATION FOR REIMBURSEMENT FOLLOW THE RULES AND PROCEDURES.

*I acknowledge this form will **only** be approved if submitted prior to the beginning of the course \_\_\_\_\_  
(Initials)*

**Deadlines for submission:**

- Courses completed between June 1st and December 31st (Summer/Fall semester).
  - Paperwork due to the Office of Human Resources by January 10th.
- Courses completed between January 1st and May 31st (Winter/Spring semester).
  - Paperwork due to the Office of Human Resources by May 23rd.