



Philomath School District 17J - Request Form

College Credit/Tuition Reimbursement/Obtain Seat Hours

Name: _____

Date of Request: _____

Please Check One Option:

College Credit Only

College Credit and Tuition Reimbursement *

Seat Hours/District Credit - 20 seat hours equals one District Credit

College Credit/Tuition Reimbursement Requests

Course Number: _____

College/University: _____ Total College Credits: _____

Course Title: _____

Term/Year: _____ Tuition Amount: \$ _____

Request to Obtain Seat Hours/District Credit

Workshop/Conference: _____ Date of Event: _____

Sponsor: _____ Seat Hours to be earned: _____

Location: _____

Rationale for request:

Print and submit form to Principal for signature and forward to the District Office for Superintendent approval of college credit/seat hours and/or tuition reimbursement. You will receive a notification of approval via email. Submit final documentation (proof of attendance/completion certificate/grade report/payment receipt) to the District Office when course/workshop is completed for recording purposes and/or reimbursement.

Employee Signature: _____

Principal's Signature: _____

Date: _____

Superintendent's Signature: _____

Date: _____

Please refer to the PEA Agreement, Article 19 for all details/requirements

*Tuition reimbursement must be pre-approved and submitted within six months of course completion. The request must include proof of payment, itemized billing statement and a copy of the transcript showing successful completion of the course. Tuition reimbursement in excess of \$5250 will be considered a taxable event.

District Office Use

Eligibility Verified

Grade Report Received

Submit within 6 months of completion

Proof of payment

Amount paid

Credit Awarded/Recorded