N O R T H B E N D P U B L I C S C H O O L S

STEP #1: PRE-APPROVAL FOR TUITION REIMBURSEMENT 2008-09

I request pre-approval of the following course(s). To qualify for reimbursement, course content must be consistent with teacher's current or projected licensure/endorsements and/or reasonably related to the current teaching assignment. Refer to page 23 of the current Master Contract between the North Bend Education Association and North Bend School District #13 for details.

Employee Name (Please Print)	School	Date Submitted for Pre-approval
_____	_____	_____

Course Number	# Of Credits	Course(s) Name	Date/Term	University	Cost

PRINCIPAL'S APPROVAL _____ PRINCIPAL - **SEND FORM TO CURRICULUM OFFICE**

Pre-Approval: ☐ Granted ☐ Denied Authorized by _____ Date _____

This form will be returned to employee and re-submitted by employee, Step #2, upon completion of the course(s).

After grades are received, complete bottom portion of this form and re-submit for payment.

STEP #2: TUITION REFUND REQUEST

I request refund of tuition in accordance with page 23 of the Master Contract between the District School Board of Coos County School District 13 and the North Bend Education Association for courses listed above (total hours completed) _____, for a total of $ _____ . Each employee will be reimbursed a maximum of $2500.00 per fiscal year. If tuition reimbursement funds are still available after June 1st, these funds will be used to reimburse those employee's tuition costs that exceeded $2500.00.

Date Submitted for Refund	**Signature of Educator**, Certifying Accuracy of Above Information, ***REQUIRED*** for Reimbursement
_____	_____

****RECEIPTS AND GRADE SLIPS OR TRANSCRIPTS ARE ATTACHED. SEND FORM TO CURRICULUM OFFICE.**

DISTRICT OFFICE USE ONLY			
Superintendent or Designee Approval	Date Paid	Vendor Number	Total Granted
Date Approved	Check Number	☐ CC: personnel 1002240001000-312	

Personnel/TuitionRefundForm fy0708.jm/ss.sm.4/5/07