

AVON GROVE SCHOOL DISTRICT
COURSE PRE-APPROVAL REQUEST AND TUITION REIMBURSEMENT FORM
****This form is to be submitted to District Office prior to beginning the course****
Contract Years: July 1, 2017 – June 30, 2022

To apply for tuition reimbursement pre-approval, please submit the following to the Superintendent's Office:

- this form
- a copy of the course description
- evidence of cost per credit hour

To receive reimbursement, please submit the following to the Superintendent's Office:

- a copy of this form granting pre-approval for your course
- a copy of your grade

Name	
Number and Title of Course	
Start and End Date of Course	
College or University	
Number of Credits	
Cost Per Credit (doesn't include any fees)	

This course is (please check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> For Level II certification
<input type="checkbox"/> For AP Teaching
<input type="checkbox"/> Related to my content area
<input type="checkbox"/> Being taken for Tuition Reimbursement | <input type="checkbox"/> For a Masters or Doctoral Program in which I'm enrolled
<input type="checkbox"/> For a Compensated Professional Development Leave
<input type="checkbox"/> For a certification program in _____
<input type="checkbox"/> Being taken for Column Movement |
|--|--|

For District Office use only

Amount of Reimbursement Requested: $\frac{\text{_____}}{\text{Cost Per Credit}} \times \frac{\text{_____}}{\text{\# of Credits}} = \frac{\text{_____}}{\text{TOTAL}}$ Amount Approved: _____	Pre-Approved for Reimbursement? _____ YES _____ NO Pre-Approved for Column Movement? _____ YES _____ NO	Initial
Vendor Number _____ Account Number _____	Approved for Reimbursement? _____ YES _____ NO	Initial

NOTES: