**MONTCALM AREA INTERMEDIATE SCHOOL DISTRICT**

Job-Related College Courses Pre-Approval/Reimbursement Form

**This form must be completed and submitted to Supervisor for approval prior to your**

**enrollment in order for the college courses you complete to be eligible for reimbursement.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Name Date

I am requesting approval to take the following course(s) to advance my education:

**Course Number/Title: Institution/State:**

**Semester Hours: Date to be completed:**

**Approximate Reimbursable Amount**:

Courses must be job related from an accredited college or university or a college or university authorized as a professional educator preparation institution by a state government agency authorized to make such decisions. Certified Staff requesting funds for tuition reimbursement must have prior approval from the administration, and once approved, the employee must provide written verification of completion and receipt of at least a 3.0 grade in the class.

1. The above named institution is accredited by:

 \_\_\_\_ NCATE (National Council for Accreditation of Teacher Education)

 \_\_\_\_ TEAC (Teacher Education Accreditation Council)

 \_\_\_\_ AACTE (American Association of Colleges for Teacher Education)

 \_\_\_\_ The State Department of Education in which the college/university is located

1. \_\_\_\_ The course is part of a planned program leading to an advanced degree in an educational field.
2. \_\_\_\_ The course is part of a planned program for teachers on an annual authorization credit track working toward a teaching certificate.

**College Course Pre-Approval**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor (if applicable) € Approved € Disapproved Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Associate Superintendent Signature € Approved € Disapproved Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent Signature € Approved € Disapproved Date

**College Course Reimbursement**

Date Completed:

Grade Received:

Amount to be reimbursed:

Attach proof of payment and grade received for the course.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor/Associate Supt Signature Date

**GL Account Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent Signature Date

**College Course Pre Approval and Reimbursement Process**

**Pre Approval Process**

1. Prior to signing up for a job related college course, complete the top section of the Job Related College Course Pre Approval/Reimbursement form.
2. If taking multiple courses, complete a form for each course.
3. Sign the completed request form.
4. Submit completed form to your supervisor for approval/disapproval.
5. Upon approval/disapproval, the supervisor will submit to the Associate Superintendent and MAISD Superintendent for approval/disapproval.
6. MAISD Superintendent will submit to Student Services/Personnel.
7. Student Services/Personnel will return the form to the employee.
8. Employee can now enroll in the course.

**Reimbursement Process**

1. Once course is completed and grade has been received, complete the bottom section of the Job Related College Course Pre Approval/Reimbursement form.
2. Attach proof of payment.
3. Attach grade received for the course.
4. Submit completed form to your supervisor for approval.

Upon approval, supervisor will submit completed form and attachments to the Business Office for reimbursement.