

NORTH KINGSTOWN SCHOOL DEPARTMENT
PRE-APPROVAL FORM FOR Non-Unit Personnel
January 1, 2022 – December 31, 2023

**Total *tuition cost
(No fees): \$**

***do not include cost of fees**

Course Number and Title: _____

Instructor: _____

Institution: _____ Credits: _____

Please include a syllabus or course description: _____

I, _____, understand all the terms and conditions for tuition reimbursement as outlined in GCB and agree to provide the Superintendent with the necessary grade report, or written proof of successful completion for a non-graded course, along with proof of payment.

I am requesting tuition reimbursement for the course above in the amount of: _____ (not to exceed a three-credit course at URI, which is currently \$2349.00 per course up to a maximum of 12 credits per calendar year).

Print Name: _____ Date: _____

Employee Signature: _____ Employee # _____

School: _____ Position: _____

I have reviewed your request for pre-approval of the course above for tuition reimbursement and approve/disapprove your request.

Signature of Superintendent or Designee: _____ Date: _____

My reasons for disapproving your request are as follows: _____

Upon completion of the course, employee must submit a reimbursement request via Employee Self Serv and attach:

1) Approved Pre-Approval Form 2) Official transcripts or grade report 3) Proof of payment – fees not included.

(1st step: fill out this form, attach a copy of your tuition statement and send to Human Resource for approval)