

Warren County Schools

**Educational Tuition Prepayment Assistance Request Form**

**Instructions:**

- 1. Complete form and submit it to Ms. Casey Richardson-HR/Licensure Specialist
- 2. A copy will be returned to you.
- 3. Applicant must receive for approval for Educational Tuition Prepayment Assistance

Date of Request: \_\_\_\_\_ School: \_\_\_\_\_

Applicant: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Title \_\_\_\_\_

*If you have a plan of study, please indicate which objective you anticipate this course counting towards on your plan of study.*

Dates of Course: \_\_\_\_\_ Number of Credits: \_\_\_\_\_

Brief Description of course relevancy to current position: \_\_\_\_\_

\_\_\_\_\_

***Upon completion of the course, you must submit your grade sheet, with a Grade of "C" or better ("Pass" if not graded) within 7 business days of course completion. Failure to adhere will result in payroll deduction for the course.***

\_\_\_\_\_

***For Central Office Use***

**Approval**

Granted \_\_\_\_\_ Semester credit hours \_\_\_\_\_

Denied \_\_\_\_\_ Reason \_\_\_\_\_

\_\_\_\_\_

**Required documentation to receive prepayment for course being taken:**

- a. \_\_\_\_\_ Acceptance Letter from an EPP (Educator Preparation Program) or college/university acceptance/enrollment letter
- b. \_\_\_\_\_ Plan of Study from an EPP (Educator Preparation Program) or a college/university

c. \_\_\_\_\_ Course Description

**NOTE:** Please attach any information received from institution or agency that is relevant to course.

Signed: \_\_\_\_\_  
Chief Human Resources Officer

Date of Approval: \_\_\_\_\_

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