

**NORTH KINGSTOWN SCHOOL DEPARTMENT**  
**PRE-APPROVAL FORM FOR ESP TUITION REIMBURSEMENT FOR SY 2020-21**

**Please check appropriate semester:**

- 1<sup>st</sup> semester
- 2<sup>nd</sup> semester
- Summer semester

**Total \*tuition cost**  
**(No fees): \$ \_\_\_\_\_**  
**\*do not include cost of fees**

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

Instructor: \_\_\_\_\_

College or University (indicate campus location): \_\_\_\_\_ Credits: \_\_\_\_\_

*Please include a syllabus or course description:*

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

I, \_\_\_\_\_, understand all the terms and conditions for tuition reimbursement as outlined in Article XVI, Course Reimbursement, of the 2018-2021 NKESP contract 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 \$750 per fiscal year; July 1-June 30). \*Tuition reimbursement shall be limited to the tuition costs only.

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: \_\_\_\_\_

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

\*As required in Article XVI, Course Reimbursement, 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. To receive reimbursement, a grade of B or better must be earned.

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

AGREEMENT  
Between  
THE NORTH KINGSTOWN SCHOOL COMMITTEE  
And the  
NORTH KINGSTOWN EDUCATIONAL SUPPORT  
PROFESSIONALS  
July 1, 2018 – June 30, 2020

Article XVI  
Course Reimbursement

An employee who engages in post-secondary accredited school educational programs or courses for credit and who desires reimbursement for such activity may apply for such under the following conditions:

- The course must be directly related to the current North Kingstown Public Schools responsibilities of the employee.
- Prior to registration for the course, approval of the Superintendent must be sought and received.
- The North Kingstown Public Schools will reimburse the employee to a maximum of seven hundred fifty dollars (\$750) per fiscal year. Reimbursement will be limited to tuition costs only.

-To receive reimbursement, a grade of B or better must be earned. A transcript from the college or university must accompany the reimbursement request.