

SHARON J11 SCHOOL DISTRICT

Preapproval Request For Advanced College Courses

I am requesting approval of the following graduate course for reimbursement.

1. Name \_\_\_\_\_
2. Grade/Subject \_\_\_\_\_
3. Course Number & Title \_\_\_\_\_
4. College \_\_\_\_\_
5. Number of Graduate Credits \_\_\_\_\_
6. Date Course Begins \_\_\_\_\_ Ends \_\_\_\_\_
7. I am enrolled in a Masters Program: Yes ☐ No ☐
8. How many graduate hours I have before taking this course \_\_\_\_\_

I understand that reimbursement will be made at the actual cost of the course, to a maximum of the current amount per credit permitted under the Handbook. I understand that, if I separate from District employment (voluntarily or involuntarily) after receiving reimbursement, I will be required to pay the District back for the credit reimbursement costs based on the following schedule:

- If I separate from employment in the District at least two (2) full calendar years from the date that I submit the reimbursement request form to the District, I shall not be required to repay the District for any of the credit reimbursement costs.
- If I separate from employment in the District at least one (1) full calendar year from the date that I submit the reimbursement request form to the District, but less than two (2) full calendar years from the date that I submitted the reimbursement request form to the District, I shall be required to repay the District for fifty percent (50%) of the credit reimbursement costs.
- If I separate from employment in the District less than one (1) full calendar year from the date that I submit the reimbursement request form to the District, I shall be required to repay the District for one hundred percent (100%) of the credit reimbursement costs.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Attach a copy of the Course Description.

Comments\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ Approved  
☐ Not approved

Date\_\_\_\_\_

\_\_\_\_\_  
District Administrator

IF YOU DO NOT TAKE OR COMPLETE THE COURSE, PLEASE NOTIFY THE  
DISTRICT IMMEDIATELY.

It will be necessary for you to submit a Credit Reimbursement Request form in order to receive reimbursement.

No reimbursement will be granted without prior approval.

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