

# OTTAWA-GLANDORF SCHOOLS

PRIOR APPROVAL  
FOR  
TUITION REIMBURSEMENT

EMPLOYEE REQUEST

Today's Date \_\_\_\_\_

Employee Name \_\_\_\_\_

Name of Course \_\_\_\_\_

College or University \_\_\_\_\_ Number of Semester Hours \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Course Description \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Estimated Cost \_\_\_\_\_

You will receive notification by e-mail. Please list your e-mail address \_\_\_\_\_

I certify that no wages or stipend will be received as compensation for the course described above.

*Employee's Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

FUNDING APPROVAL

Date Paperwork Received \_\_\_\_\_

\_\_\_\_\_ Tuition reimbursement is approved for a maximum of \$ \_\_\_\_\_

\_\_\_\_\_ Tuition reimbursement is denied for the following reason:

\_\_\_\_\_ Individual has met maximum tuition reimbursement allowance for the current fiscal year.

\_\_\_\_\_ Board has met maximum tuition allowance for the current fiscal year.

\_\_\_\_\_ Board has allocated all funds for the current fiscal year; however, funding may be available at the end of the fiscal year if allocated funds are not expended. Any available funding will be offered to employees based on date tuition reimbursement request was received. You will be notified if funding is available. Please save all paperwork related to the above course.

*Superintendent's Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

COURSE APPROVAL

\_\_\_\_\_ The above course supports building and district goals as determined by the LPDC and administration.

\_\_\_\_\_ The above course does not support building and district goals as determined by the LPDC and administration.

*LPDC Chair's Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

Date notification sent to employee \_\_\_\_\_