

**Irvington Public Schools
TUITION REIMBURSEMENT
COURSE PRE-APPROVAL FORM**

Notice: You must complete this entire form, as stated below, and submit supporting documentation. Failure to submit a completed form will result in automatic rejection. If you are a certificated staff member, your coursework must be graduate level. This form should be submitted to the Assistant Superintendent for Curriculum and Instruction. You will be notified by e-mail of the approval/rejection status of your application for tuition reimbursement. If approved, you will receive an executed, scanned copy of this form that you must retain for later reimbursement.

Employee Name: _____ Title: _____

Grade/Subject: _____ School/Location: _____ Email: _____

Permanent Address: _____

Is this graduate coursework? Yes No Degree (Bachelor's/Master's/PhD)? _____

In what subject area is this degree? _____

Course Information: You must attach an official course description for each course you intend to take. If you are certificated, your course description (or other documents) must identify the course as graduate level.

Semester Date(s)	Institution	Course Number(s) and Title(s)	Credits	Estimated Tuition

I hereby certify that this application is complete and accurate and the course(s) meet the requirements as reflected in the appropriate collective bargaining agreement. I understand a failure to provide the information requested herein or to abide by the bargaining agreement will result in automatic rejection of this application.

Employee Signature and Date

Principal/Supervisor Signature

Date

CENTRAL OFFICE USE ONLY


Date Received: _____ Courses: Approved Not Approved

Reason for NOT Approving: _____

Signature: _____
Assistant Superintendent for Curriculum

Date: _____

Irvington Public Schools
**TUITION REIMBURSEMENT
COURSE PRE-APPROVAL FORM**



TO: All Staff
FROM: Assistant Superintendent for Curriculum and Instruction
DATE: September 2013
RE: Tuition Reimbursement Application Process

As you continue to learn, grow and develop in the field of Education, an updated process is now in place to assist you in requesting tuition reimbursement.

Step 1. You must obtain pre-approval for any coursework for which you will seek tuition reimbursement from the Irvington Board of Education by completing the Tuition Reimbursement Course Pre-Approval Form.

Step 2. Upon receipt of approval for your coursework, you must register for the course and provide the following to the Assistant Superintendent's Office to supplement your pre-approval application:

- A registration receipt indicating the date you registered for the course (i.e. the word "registration or register" must appear on the registration receipt. An enrollment verification/confirmation document will not be accepted); and
- A tuition and fee schedule indicating the cost per credit.

Please be aware that you will only be reimbursed for tuition, not additional fees assessed by your institution. Please also be aware that the Assistant Superintendent's Office will provide a response to your request within thirty (30) calendar days, so it is incumbent upon you to submit your request in a timely fashion to avoid the closing of your class before confirmation of pre-approval. Finally, **incomplete applications will be rejected**.

Step 3. You must successfully complete your coursework, obtain credit for the course, and earn the grade required by your collective bargaining agreement.

Step 4. Upon satisfaction of the requirements in Step 3, you may submit your application for reimbursement of tuition costs. Please consult the Tuition Reimbursement Request Form. Please be aware that all documents requested therein must be attached to the request or it will be **REJECTED**.