

COURSEWORK PRE-APPROVAL REQUEST

- **Eligibility for Educational Advancement:** All NDSEC educators are eligible.
- **Eligibility for Tuition Reimbursement:**
Teachers who have completed 2 years of service at NDSEC are eligible (minimum .5 FTE).
- See Collective Bargaining Agreement Article IV- 4 and 5 for complete guidelines.

Educational Advancement

Tuition Reimbursement

Name: _____ Date Requested: _____

Work Site: _____ Position: _____

Course Title: _____ Course #: _____

College/University:
(must be an accredited institution) _____

Credit Hours: _____ Semester Term: _____

Begin Date: _____ End Date: _____ Tuition Cost: \$ _____

Please attach a course description and the reason(s) you wish to take the course including how this will impact student growth and learning.

Signature _____
Date

Approved: Disapproved:

Direct Supervisor Signature _____
Date

Approved: Disapproved:

Executive Director Signature _____
Date

TUITION REIMBURSEMENT: UPON COMPLETION OF THE APPROVED COURSEWORK:

- Attach paid receipt & official transcript to this form.
- Return all to the Executive Director **BY OCTOBER 15** of the following school year in which the course was completed. Tuition reimbursement will be made to those teachers who return to NDSEC employment for the school year following successful completion of the coursework.

TUITION REIMBURSEMENT REQUEST

Reimbursement request (with receipt & official transcript)
received by Executive Director's Office: _____

Date

Approved: Disapproved: *Amount TBD per the CBA

Executive Director Signature _____
Date