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# MINOOKA COMMUNITY HIGH SCHOOL DISTRICT # 111

## Application for Approval/Reimbursement of College Courses Form

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### **Criteria for Pre-Approval**

- All hours prior to a Master's degree must be graduate credit applicable to an advance degree in an educational area that will be a benefit to the educational program in the School District.
  - All hours above a Master's degree must be graduate credit in an educational area that will be a benefit to the educational program in the School District.
  - A plan of study for pursuits of an additional endorsement or certificate must be submitted to the Assistant Superintendent of Business and General Counsel's Office when your coursework begins.
  - Credit will not be given for courses that are essentially the same as those for which credit has already previously been granted approval for such credit is granted only once.
  - The application must be submitted to the District Office with the Assistant Superintendent of Business and General Counsel's signature for pre-approval prior to the start of the course as instructed below.
1. Fill out the application in its entirety.
  2. Attach a description for each course.
  3. Turn original application with course description in to the Assistant Superintendent of Business and General Counsel for review.
  4. Upon approval, a signed copy will be returned to applicant with the original to be kept at the District Office in your personnel file.

### **Criteria for Credit Hours (Lane Change)**

- All hours must have pre-approval of the Superintendent or his/her designee.
- All hours must have a minimum grade of a "B" or "Pass" on the official transcript.
- Proof of payment must be submitted to the District Office.
- Reimbursement will be paid on the basis of actual tuition up to a maximum amount according to the Extra-Duty Compensation Schedule set forth in Appendix B of the Collective Bargaining Agreement.

### **Criteria for Reimbursement**

- All hours must have pre-approval of the Superintendent or his/her designee.
- All hours must have a minimum grade of a "B" or "Pass" on the official transcript.
- Proof of payment must be submitted to the District Office.
- Reimbursement will be paid on the basis of actual tuition up to a maximum amount according to the Extra-Duty Compensation Schedule set forth in Appendix B of the Collective Bargaining Agreement.



**MINOOKA COMMUNITY HIGH SCHOOL DISTRICT #111**  
*Approval/Reimbursement of College Courses Form*

Name \_\_\_\_\_

I hereby request approval/reimbursement for the following classes:

Name of Class(es) \_\_\_\_\_  
 with a course description. \_\_\_\_\_

Attach program plan (if applicable) \_\_\_\_\_

University Attended \_\_\_\_\_

Semester/Year Taken \_\_\_\_\_

Number of Hours \_\_\_\_\_

Total Tuition Paid Per Course (provide documentation) \_\_\_\_\_

Was Registration Fee Paid by District? Yes  No

**Upon completion of course(s) an original transcript along with proof of payment must be submitted with a signed tuition reimbursement form.**

Date Transcript Requested \_\_\_\_\_

Course Pre-Approved In Graduate Plan  or Asst. Superintendent of Business & General Counsel Approved  Denied

At completion of course(s) do you anticipate a lane change on the salary schedule?

To \_\_\_\_\_ Date of Change \_\_\_\_\_

Teacher \_\_\_\_\_ Assistant Superintendent of Business and General Counsel \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN APPROVED FORM WITH OFFICIAL TRANSCRIPTS & PROOF OF PAYMENT TO THE BUSINESS OFFICE FOR REIMBURSEMENTS.**