

Swain County Schools

Tuition Reimbursement for College/ University Course Prior Approval

** This form MUST be received and approval from the Central Office received BEFORE first class meeting

** Tuition Reimbursement Form must be submitted to Central Office within 2 weeks after grades are posted along with proof of final class grade, class syllabus, and proof of payment for course.

Date: _____

Employee Name: _____

Course Title and Number: _____ Credits: _____

Start Date: _____ End Date: _____

College/ University: _____

I understand that I am not eligible to be reimbursed for books, travel for any additional expenses associated with my coursework and that tuition reimbursement is no guarantee of job placement. I understand that it is my responsibility to read, comprehend, and comply with the provisions of Swain County School Board policy 1610/7800 Professional Development and Assistance.

Employee Signature

Date

Signature of Principal indicates building level approval of the course and that this course addresses goals on this faculty member's Professional Development Plan.

Principal Signature

Date

Approved: Yes _____ No _____

Thomas Dills, Title II Director

Date