



**Request Form For
PRE-APPROVAL OF UNIVERSITY CREDIT**

Name: _____

Date: _____

School: _____

Position: _____

This form must be submitted at least 14 days prior to the course starting date each year even if you are in a continuing master's program. Tuition reimbursement applies to any coursework taken between May 16 of the previous year and May 15th of the current year.

Timeline

- April 30 Evidence of tuition payment and agreement must be received by the district office.
- May 15 All coursework must be completed.
- May 15 A reimbursement amount statement will be emailed.
- June 1 All transcripts must be received by the district office. Questions regarding reimbursement amount submitted to MEEA Vice-President.
- June 30 Tuition reimbursement included with paycheck.

1. Number of credits documented towards a salary schedule lane change. Number: _____

2. Completion of this course(s) will result in a lane change. Yes No

3. Are you completing your master's degree program? Yes No Date: _____

4. Will this course allow you to be placed in an additional eligible position on the Sequence of Dismissal (SOD) list? If yes, what job description: _____

5. I am requesting pre-approval to take the following courses:

Course Name	Hours	University	Start Date	Completion Date	Cost Per Credit	Transcript Received

Employee Signature: _____

Date: _____

Pre-Approval Signature: _____

Date: _____

TUITION REIMBURSEMENT CREDITS

YEARS NON-TENURE	CREDITS ALLOWED	YEARS NON-TENURE	CREDITS ALLOWED
Year 1	0	Year 3	9
Year 2	6	Year 4	9
		Tenure	No limit on credits

This course _____ has been/_____ has not been approved to place you in the eligible position identified above.