



## CLASS APPROVAL / TUITION REIMBURSEMENT REQUEST FORM

**BRADLEY-BOURBONNAIS COMMUNITY HIGH SCHOOL DISTRICT #307**

**NAME** \_\_\_\_\_

**DATE** \_\_\_\_\_

**COLLEGE ATTENDED** \_\_\_\_\_

**SEMESTER HOURS TAKEN** \_\_\_\_\_

You **MUST** have prior approval if you are going to attend graduate classes and request the allotted reimbursement. Please complete this form, attach a course description for each class listed and return to the Superintendent. A copy of the processed form will be returned to you. Keep the copy to use when filing for tuition reimbursement.

### CLASSES TO BE TAKEN

1. \_\_\_\_\_

DATE: \_\_\_\_\_

2. \_\_\_\_\_

DATE: \_\_\_\_\_

3. \_\_\_\_\_

DATE: \_\_\_\_\_

How does the course(s) relate to your field? \_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

Teachers are reimbursed for college courses according to the collective bargaining agreement. Please submit a copy of the tuition and fees, proof of payment and a copy of the report card or a transcript. If you are moving across the salary schedule, current transcripts are required.

### REIMBURSEMENT REQUESTED

Please fill out the amount

\$ \_\_\_\_\_

\_\_\_\_\_  
District Manager

\_\_\_\_\_  
Date Approved