



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.

<p>REIMBURSEMENT REQUESTED Please fill out the amount</p> <p>\$ _____</p>
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District Manager

Date Approved