

**Pre-approval of College Coursework
And
Tuition Reimbursement Request**

****All coursework to be considered for Tuition Reimbursement must be pre-approved
by the NCOESC Superintendent or Superintendent Designee****

Employee's Name _____ Date _____

Home Address _____

City _____ Zip _____

Position Assignment _____ Social Security # _____

College/University	Course Name	Semester Hrs.	Quarter Hrs.	Beginning/Ending Dates	Course Cost

Total Cost _____

Approved _____ **Date** _____

Denied _____ **Reason:** _____

Superintendent's Signature

*To receive reimbursement as per board policies #4342 & #3342, you must submit the following information for all pre-approved coursework no later than **October 31st** to: NCOESC Deputy Superintendent, 333 E. Center Street, Marion OH 43302-4101.*

- _____ Copy of fee statement from the university
- _____ Official transcript listing course completion

If you are planning to use these hours towards certification or licensure, it is your responsibility to contact the Local Professional Development Committee for their approval and to supply the committee with the necessary proof of completion.