

COLORADO SPRINGS SCHOOL DISTRICT ELEVEN
EDUCATIONAL SUPPORT PROFESSIONAL
TUITION REIMBURSEMENT PRE-APPROVAL FORM
(submit only this form to be pre-approved)

Employee Name _____

School/Department _____

Position: _____ Employee Start Date: _____

Name of Educational Institution _____

Course Title _____

Course No. _____ Number of Credits _____ Class Cost _____

Beginning date _____ Ending date _____

If this course is being taken as job related please explain its relevance to your current position as stated in the handbook under "Tuition Reimbursement for Educational Support Professionals."

If this course is a requirement for pursuit of a degree program, has the educational plan outlining the course been approved? Yes _____ No _____

If yes, please attach a copy of the approval. **If no**, please submit plan for preapproval before enrolling.

This reimbursement is for tuition only and will not be paid to you if you are receiving a scholarship or grant money. This includes a PELL grant. In order to qualify you must have passed your 89-day trial period and you cannot be in a transition year. Please be advised that the reimbursement will be for classes attended and completed from **July 1, 2008 to June 30, 2009**. The maximum amount for non-degree courses is \$350 for this time period; \$1,000 for an employee enrolled in a college degree program.

Employee Signature: _____ Date _____

Supervisor Approval: _____ Date _____

Dept. Head Approval: _____ Date _____
(if Applicable)

Division Head-Human Resources or Designee: _____

**COLORADO SPRINGS SCHOOL DISTRICT ELEVEN
ESP TUITION REIMBURSEMENT REQUEST**

Name _____ Date _____

Home Address _____ Zip
Code _____

Social Security
Number _____

Work Location _____ Work
Phone _____

Name of
Class _____

Check One: Job related course _____ Degree related course _____

If degree related, is there an Educational Plan on file? _____

Course No.	Course Name	Date of Completion	Credits	Grade	Tuition Paid

Please note that a Pre-Approval Form should be on file in the Human Resources office before taking courses. **We will need the grade report or a certificate showing completion of courses and receipts such as credit card receipts or an itemized statement of payment from the college/university. Accounting will not issue a reimbursement check without these items.**

For Human Resources Office Use Only:

Grade _____ Evidence of Completion: Certificate _____

Grade Report _____

Payment Verification: Check _____

Receipt _____

