



School District of Borough of Morrisville

Morrisville, Pennsylvania

REQUEST FOR COURSE APPROVAL FOR TUITION REIMBURSEMENT

In order to receive reimbursement for courses taken at colleges or universities, the applicant must complete this form, for each course. Application must conform to Article Eighteen of the Agreement between the Morrisville Education Association and the Morrisville Board of School Directors.

Name of Applicant _____ School Year _____ Date of Application _____

Exact title and full description of course requested (from course catalogue) - attach if necessary

Number of hrs credit for this course _____ No. of credits this contract year for which you have previously requested approval _____

Please indicate if this is a Graduate Credit Course.

Graduate Credit Degree
Undergraduate Credit Non-degree

Length of instruction time and days when course meets

Beginning date of instruction _____ Ending date of instruction _____

Cost of Course \$ _____

Name of college or university _____

Location of college or university _____

Location of facilities for instruction _____

Your signature: _____ Date: _____

Principal's signature (Recommendation) _____ Date: _____

Date received in Superintendent's office _____ Approved Denied

Superintendent's Approval/Denial for reimbursement: _____ Date: _____

PLEASE NOTE: Evidence of tuition costs must be provided in the form of paid invoices or receipts for such purposes. Verification of course completion must be provided for in the form of official transcript. Such a transcript should be presented for verification purposes by the employee to the office of the Superintendent of Schools. Evidence of matriculation status should be presented for degree courses.

Total Amount Board approved for payment \$ _____ Date of Board Approval _____

Partial Payment Remaining After Board Approval \$ _____ Paid in Full

Superintendent's Approval Signature: _____

End of Year Payment \$ _____

Date of Year End Payment _____

Payment for all courses will not exceed reimbursement allowance of current year contract.