



**TOWNSHIP HIGH SCHOOL DISTRICT 211
APPLICATION FOR PRE-APPROVAL OF GRADUATE WORK
PROCEDURE FOR TUITION REIMBURSEMENT**

This form must be read, completed in full, signed by the applicant, and submitted for approval prior to the start of the graduate coursework

PART I -- GENERAL INFORMATION

Name _____ ID Number _____
 School: _____
 Palatine Fremd Conant Schaumburg Hoffman Estates Higgins North Campus _____
 Years of service in District 211 _____ Teaching Field _____

PART II — GENERAL INFORMATION

- If the course(s) listed below are part of a university masters program, the program itself must be approved. Did you receive this approval? _____ yes _____ no – if yes, what was the date of that program approval or when did you complete the most recent course? _____
 -- If no, it is necessary that you file a **GRADUATE STUDY PROGRAM APPROVAL FORM** with your Principal and receive the approval of the Principal and Superintendent prior to beginning coursework. Complete the **GRADUATE STUDY PROGRAM APPROVAL FORM** and gain approvals **prior** to completing and filing this form.
- Read, **complete in full**, and sign the form.
- Submit the form **prior to the start of the graduate coursework** to the following: a.) department chair b.) principal c.) superintendent.
- The superintendent's office will notify you of the status of your request which will be filed in the personnel office.
- Upon enrollment in the course(s), the teacher **must send the original itemized receipt of tuition paid** for the specific course(s) to the personnel office. Failure to do so before completion of the course(s) will cancel the approval of the request.
- After successful completion of the course(s), the teacher **must send an original transcript** to the personnel office. Transcripts must be received no later than three (3) months after the completion of the course. Failure to do so will cancel the reimbursement process.
- Upon receipt of the transcript, a check will be issued to the teacher in the amount of the tuition for the approved graduate course(s). Fees are not reimbursed.
- No payments will be made for work taken if the teacher resigns, or if the work was not pre-approved.
- In the case of leave of absence of one year to secure a degree, the district will make payment, if course work is pre-approved, for one half of the tuition on October 15 of the year returning and the balance on October 15 of the following year, should the teacher elect to return to the district.
- Teachers who reach the MS, MS+30, or MS+30/+12 level should notify the personnel office via e-mail. The personnel office will verify the degree and intake the proper forms in order to adjust the teacher's salary.

PART III – PROGRAM PLAN

Highest Degree Bachelors Current Salary BS Working 6 Semester hour requirement
 Held: Masters Lane M.S. Toward: MS MS+30 MS+30/+12
 Specialist M.S. +30 None of above – tuition
 Doctorate M.S. +30 reimbursement only

Is this an on-line course? Yes No
 Is proposed work leading to a degree? Yes No If yes, Major: _____

What college? _____ Anticipated date of completion: _____

PART IV – PROPOSAL *(May list multiple courses if same university)*

Does the proposed work carry college graduate credit? Yes No or In district credit Clinic (6 hours maximum)
 Dates of proposed graduate course: from _____ to _____ (inclusive)

Institution	Department	Course #	Name of Course	Semester Hours
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Comments: _____

I have read and understand the application for pre-approval and the procedures for obtaining tuition reimbursement.
 Applicant's Signature _____ Date of application _____

PART V – ACCEPTANCE OF PROPOSAL

Department Chair	<input type="checkbox"/> Recommend <input type="checkbox"/> Not Recommend	_____	_____
		Signature	Date
Principal	<input type="checkbox"/> Recommend <input type="checkbox"/> Not Recommend	_____	_____
		Signature	Date
Superintendent	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	_____	_____
		Signature	Date

PART VI – EVIDENCE OF COMPLETION (District Office Use Only)

Tuition Receipt \$ _____ Transcript Credit _____
 Date Received _____ Date Received _____