

# WOODLAND HILLS SCHOOL DISTRICT

## PRE-APPROVAL FOR TUITION REIMBURSEMENT FOR ADMINISTRATORS

All credits/courses shall be related to the employee's professional duties

- Administrators will be reimbursed for tuition costs actually incurred and paid by them for GRADUATE LEVEL credits
- No more that 12 graduate credits will be reimbursed during a calendar year
- Submit this *blue* form to the Personnel Office prior to the beginning of any course

### ATTACH A COPY OF THE COURSE DESCRIPTION

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Building: \_\_\_\_\_

Position: \_\_\_\_\_

Certification: \_\_\_\_\_

I request pre-approval of the following graduate course(s), which will be taken at \_\_\_\_\_, beginning \_\_\_\_\_.

(University)

(Date)

<u>Course No.</u>	<u>Title of <i>Graduate</i> Course</u>	<u>Number of Credits</u>
.....	.....	.....
.....	.....	.....
.....	.....	.....

Briefly state your primary reason for taking the *GRADUATE COURSE* (s) listed above:

.....  
.....

Do you currently hold a *Bachelor's Degree plus 24 credits*:     yes     no

Please indicate the highest degree you presently hold: \_\_\_\_\_

**PLEASE NOTE:** Upon completion of the courses, you should contact the Personnel Office for a *Request for Tuition Reimbursement Pink form* - then return the completed pink form to the Personnel Office with a copy of your *paid invoice and a grade report.*

- If you terminate your employment within 1 year : 100% repayment to WHSD
- If you terminate your employment within 2 years: 75% repayment to WHSD
- If you terminate your employment within 3 years: 50% repayment to WHSD
- If you terminate your employment within 4 years: 25% repayment to WHSD

I agree if repayment is required, I authorize the District to withhold payment from my final paycheck.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date