

**MARPLE NEWTOWN SCHOOL DISTRICT**  
**Newtown Square, PA 19073**

**MNAA PRE-APPROVAL FOR TUITION REIMBURSEMENT**

Administrative and Act 93 Confidential employees may receive full tuition reimbursement for courses approved by the Superintendent, taken at an accredited college or university:

1. All credits must have approval **prior** to the start of the course. No video courses are eligible unless they are live telecast.
2. Tuition reimbursement is 100%
3. For purpose of tuition reimbursement, the school year is defined from July 1st to June 30th.
4. An outline or course description must be submitted with this form
5. A grade of "B" or better or it's equivalent or "Pass" if the course is pass/fail, must be attained for reimbursement.
6. In order to receive tuition reimbursement, the employee must be an employee of the school district at the time of payment.

**PROCEDURES FOR PRE-APPROVAL:** COMPLETE THIS FORM, ATTACH A COPY OF COURSE DESCRIPTION OR OUTLINE. Forward to your supervisor for approval/disapproval, then sent to the Superintendent. A copy will be returned to you for your records.

**PAYMENT:** SUBMIT to the Director of Human Resources:

1. PRE-APPROVED FORM
2. TRANSCRIPT OF CREDITS/GRADE, and
3. RECEIPT FOR TUITION COST. (Cancelled checks and/or credit card statements must accompany a copy of the tuition billing.)

NAME \_\_\_\_\_ Social Security # \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

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

I apply for approval of the following courses for tuition reimbursement.

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

Provider/College or University	Course, Title & No.	Credits	Start Date of Course	Tuition Cost

**\*PRE-APPROVED:**

**DENIED:**

**FINAL APPROVAL**

Amount \$ \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_  
**Recommending Supervisor's Signature**

\_\_\_\_\_  
**Superintendent**

**Payment Approval: Director of Human Resources** \_\_\_\_\_ **Date:** \_\_\_\_\_