

MARPLE NEWTOWN SCHOOL DISTRICT
Newtown Square, PA 19073

MNESPA PRE-APPROVAL FOR TUITION REIMBURSEMENT

MNESPA employees may receive tuition reimbursement for courses recommended by the employee's Supervisor and approved by the Superintendent or Designee, taken for work related enrichment within the limitations listed below and stated in the MNESPA contract:

1. All credits must have approval **prior** to the start of the course;
2. Maximum tuition reimbursement is NOT TO EXCEED \$1,250.00 in a school year;
3. For purposes of tuition reimbursement, the school year is defined from July 1st through June 30th;
4. An outline or course description must be submitted with this form;
5. A grade of "B" or better or "Pass" must be attained for reimbursement;
6. In order to receive tuition reimbursement, the classified employee must be an employee of the school district at the time of payment;
7. If the employee resigns or retires and does not return in the following year, reimbursements will be deducted from the final pay or billed, unless waived by the Superintendent.

PROCEDURES FOR:

PRE-APPROVAL: COMPLETE THIS FORM, ATTACH A COPY OF COURSE DESCRIPTION OR OUTLINE. Forward to the employee's supervisor for approval, then to the Superintendent or Designee. A copy will be returned to you for your records.

PAYMENT: SUBMIT to the Director of Human Resources:

1. SIGNED PRE-APPROVAL FORM
2. TRANSCRIPT OF CREDITS/GRADES (OFFICIAL OR UNOFFICIAL)
3. RECEIPT FOR TUITION COST (CANCELLED CHECKS AND/OR CREDIT CARD RECEIPT OR STATEMENT **MUST** ACCOMPANY A COPY OF THE TUITION BILLING OR PROOF OF TUITION COSTS.)

NAME: _____ SOCIAL SECURITY # XXX-XX-_____

HOME ADDRESS _____

POSITION: _____ BUILDING _____

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

PAYMENT APPROVAL: _____ Date _____