

MARPLE NEWTOWN SCHOOL DISTRICT
Newtown Square, PA 19073

MNESPA PRE-APPROVAL FOR TUITION REIMBURSEMENT

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

1. All credits must have approval (see below) **prior** to the start of the course.
2. Maximum tuition reimbursement is as follows:

NOT TO EXCEED

2005-2006 school year	\$950.00
2006-2007 school year	\$1,050.00
2007-2008 school year	\$1,150.00
2008-2009 school year	\$1,250.00

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 Pass must 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 waved by the Superintendent.

PROCEDURES FOR:

PRE-APPROVAL: COMPLETE THIS FORM, ATTACH A COPY OF COURSE DESCRIPTION OR OUTLINE. Forward to the employees supervisor for approval, then 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:**

FINAL APPROVAL

DENIED:
 _____ Date _____

Amount \$ _____

Recommending Supervisor's Signature
Payment Approval: Director of Human Resources _____

Superintendent _____