



## CLASSIFIED TUITION REIMBURSEMENT PRIOR APPROVAL FORM

The Wenatchee School District will pay one half (1/2) the tuition cost of a course or courses from any accredited college/university that directly applies to the employee's **current** job description. The employee must obtain approval of the course/courses from their supervisor prior to taking the course/courses in order to be reimbursed for the course/courses. **Please attach a class syllabus for each course (required).**

Employee Name \_\_\_\_\_ Building \_\_\_\_\_

Position \_\_\_\_\_

Course/Courses:

Course No.	Title	College/University	Number of Credits	Start Date

Approved ( ) Signature \_\_\_\_\_ Date \_\_\_\_\_  
Principal/Supervisor

Denied ( )

Approved ( ) Signature \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent/Designee

Denied ( )

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

\_\_\_\_\_  
Date

Send completed form to Human Resources in the District Office. You will be paid for classes only, not books, etc. Copies will be distributed to the employee, employee's file, Human Resources and Accounting.

*White copy—employee file    Yellow copy—employee  
Pink Copy—Human Resources    Goldenrod Copy—Principal/Supervisor*