



Prior Approval for Tuition Reimbursement

Certified Staff Members

Name _____ Date _____

School _____ Current Teaching Assignment _____

Certification(s) currently held: _____
e.g. A in 6-9 Science, A in K-12 Music, M in 9-12 English, etc.

Type of Program in which I am enrolled _____
e.g. M.Ed. in Math, C.A.S. in Library Sciences, Certification in EC, etc.

Name of Institution _____

In order to be eligible for tuition reimbursement, you must answer “yes” to all of the questions below. Additional eligibility requirements listed on the “Tuition Reimbursement Guidelines” also remain in effect.

1. _____ Is the college/university accredited by one of the following six regionally accrediting agencies?
 Middle States Association of Colleges and Schools
 North Central Association of Colleges and Schools
 Southern Association of Colleges and Schools
 Northwest Commission on Colleges and Universities
 New England Association of Schools and Colleges
 Western Association of Schools and Colleges

**(Please circle the accrediting agency and attach documentation from the following website:
<http://www.chea.org/search>. You must first click on the “I agree” at the bottom of the page.
 (To attach documentation from this website, click the “print screen” button and paste the page into a new word document.)**
2. _____ Is this program an approved education program? **Please attach a single page of documentation.**
3. _____ Once you complete the program, will your NC Teaching License be upgraded to reflect your new degree level?

At this time, I wish to request prior approval for tuition reimbursement. I understand if prior approval is not obtained, I will not be eligible for tuition reimbursement. I understand that even though prior approval is granted, the additional guidelines for tuition reimbursement are still in effect. I also understand that tuition reimbursement is not guaranteed and is based on the availability of funds.

Signature: _____ Date: _____

Based on the information provided, tuition reimbursement is:
 _____ Approved _____ Not Approved

Reason for not being approved: _____

