



# Prior Approval for Tuition Reimbursement

## Classified Staff Members

Name \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_ Current Assignment \_\_\_\_\_

Degrees currently held: \_\_\_\_\_  
*e.g. Associates, Bachelors, etc.*

Type of Program in which I am enrolled \_\_\_\_\_  
*\*\*Please attach proof of enrollment e.g. M.Ed. in Math, C.A.S. in Library Sciences, Business Administration, etc.*

Name of Institution \_\_\_\_\_

### Additional eligibility requirements listed on the "Tuition Reimbursement Guidelines" 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.)**

#### If Applicable:

2. \_\_\_\_\_ Is this program an approved education program? **Please attach a single page of documentation.**

*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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Human Resources Director