

**TUNKHANNOCK AREA SCHOOL DISTRICT  
TUITION REIMBURSEMENT: APPROVAL APPLICATION**

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Teaching/School Assignment \_\_\_\_\_

Current Placement on the Salary Schedule \_\_\_\_\_

Course Requested \_\_\_\_\_ Number of Credits \_\_\_\_\_

College/University \_\_\_\_\_ Cost \_\_\_\_\_

Course Beginning Date \_\_\_\_\_ Course Ending Date \_\_\_\_\_

Course Applicable to:       Field of Certification  
    Additional Certification  
    Post Graduate Degree  
    Other (Specify) \_\_\_\_\_

Are you receiving reimbursement or a scholarship in any amount through another plan or benefit for the educational expenses incurred?    No    Yes

If "Yes" please describe the amount reimbursable to you and the plan/benefit's tax treatment of the reimbursement made to you (i.e. taxed as income or provided tax-free): \_\_\_\_\_  
\_\_\_\_\_

A copy of the course syllabus or course literature may be required to determine if reimbursement is nontaxable.

**Attached to this application are the following:**

- Official transcript or grade report. A temporary grade report or a letter from the professor will be accepted, but must be followed by an "official" document from the Registrar.
- Receipt or a cancelled check indicating the amount of tuition for the course. (Technology and on-line fees are not eligible for reimbursement.)
- If enrolled in a planned master's degree program, a letter from your advisor indicating your enrollment and that this course is an integral part of your program.

I hereby certify my eligibility to receive an expense allowance for the course listed above.

\_\_\_\_\_  
Signature of Applicant

To be Completed by District Office

Approved Expense Allowance \_\_\_\_\_ Charge to District Account \_\_\_\_\_

The Superintendent's signature below indicates approval or non-approval of the course listed above.

Course Approved                                       Course Denied

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date