



COURSE APPROVAL REQUEST FOR MID-MANAGEMENT EMPLOYEES

(\$2,000 per year to a maximum total of \$12,000)

Course approval must be obtained in accordance with the BASSA Contract.

Name: (please type or print) _____

Address: _____

Course taken must be a job-related course to improve employee's job skills. No course work will be paid for which is required a certificate or to meet other requirements to remain employed.

PRIOR APPROVAL FOR COURSEWORK (Purchase Order required once approved)

COURSE #	COURSE TITLE	INSTITUTION	CREDIT HRS.	SEMESTER (Mo/Yr)

Brief course description(s):

How will the course improve your job skills?

Estimated Cost

Tuition	_____
Books	_____
Mandatory Fees	_____
Total	_____
Minus Grants/Fed. Aid	_____

Employee's Signature _____

Date _____

Asst. Supt./Director _____

Date _____

District Superintendent _____

Date _____

REIMBURSEMENT REQUEST FOR APPROVED COURSEWORK (Attach Purchase Order)

COURSE #	COURSE TITLE	INSTITUTION	CREDIT HRS.	SEMESTER (Mo/Yr)

A copy of the final grade report, transcript, or certificate of completion, tuition bill and paid receipt must be attached to this form for reimbursement.

I certify that if I am requesting tuition reimbursement from BOCES, I will only be eligible for the portion of tuition, books, and mandatory fee costs which are not reimbursed from any other source.

I hereby claim reimbursement for \$ _____ (100% of tuition, books, mandatory fees, billed as per attached)

Employee's signature _____ Date _____

Asst. Supt. / Director signature _____ Date _____

District Superintendent signature _____ Date _____