SPECIAL EDUCATION ASSOCIATION OF PEORIA COUNTY
4812 W Pfeiffer Rd., Bartonville, IL. 61607
Ph: 309-697-0880   Fax: 309-697-0884
APPLICATION FOR PRE-APPROVALOF TUITION REIMBURSEMENT
AND/OR ADVANCED STUDY COURSES

INSTRUCTIONS: The Director must receive Request for pre-approval at least 14 days before enrollment. Submit separate application for each course. Course change requires a new application form. Reimbursement must be claimed within 30 days of last class. Reimbursement will not be made until an official transcript is on file.

Name:				Date of Request:		
College/University	**Course Title**	**Course Number**	**On-Line Course?**	**Semester Hours**	**Begin Date**	**End Date**
			☐ Yes ☐ No			

Brief Description of Course (from University Bulletin):

Is this course tuition-free or connected in any way with payment from another source?　　☐ Yes　　☐ No

Explain:

If no, what is your actual tuition or expense?

\# Semester hours　　　　X Hourly tuition rate of $　　　**=Total Tuition Cost: $**

NOTE: Tuition rate does not include other university costs such as activity, user or book fees.

Present position:	Present step & lane:

How will this course improve your skills for your present assignment?

Employee's signature indicates that the employee has reviewed the procedures for requesting pre-approval for tuition reimbursement:

Employee Signature	Date

NOTE: **Reimbursement documents for coursework completed between:**
Sept 16 – Jan 15 must be turned in by Feb 1ˢᵗ and will be paid upon submission at the next board meeting.
Jan 16 – May 15 must be turned in by June 1 and will be paid upon submission at the next board meeting.
May 16 – Sept 15 must be turned in by Oct 1 and will be paid upon submission or at the August board meeting whichever comes later.

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Required by the Director:　　☐ Yes　☐ No	Request #: ☐ 1ˢᵗ ☐ 2ⁿᵈ ☐ 3ʳᵈ Other:
Approved for reimbursement:　　☐ Yes　☐ No	Approved for reimbursement if funds are available:　　☐ Yes ☐ No
Approved for Salary Schedule Credit:　☐ Yes　☐ No	Tuition Reimbursement: **$**
Reason for Denial:　　☐ 3 courses pre-approved for reimbursement (course names):	
☐ Not related to assignment	
Director's Signature	Date

SEAPCO FORM #325 Application for Pre-Approval of Tuition Reimbursement (rev. 05/18)　　　　　150.325.03