

**COURSEWORK APPROVAL FOR TUITION REIMBURSEMENT  
PLEASE COMPLETE AND PRINT**

**Steps for Approval:**

1. Complete Section 1, print, and sign this form. Submit the form to the Board Office before the course begins
2. Coursework must be approved by LPDC before the course start date to qualify for tuition reimbursement
3. After the course is completed, submit the grade report/unofficial transcript and payment information to the Board Office

**Section 1- To Be Completed By The Teacher Requesting Reimbursement.**

<b>Name</b>		<b>Bldg</b>		<b>Date</b>	
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<b>Title of Course</b>		<b>Course #</b>	
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<b>Credit Hours</b>		<b>Cost per Hour</b>		<b>Total Cost</b>	
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<b>College/Univ Providing Credit</b>		<b>Dates of Course</b>	
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<b>Course Description</b> (cut and paste from college coursebook)	
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<b>Signature</b>	
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**Section 2- To be completed by the LPDC**

Course description included  Yes  No  
 LPDC Prior Approval Granted?  Yes  No

LPDC Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section 3- To be completed by the Board Office after the course is completed**

Grade report/unofficial transcript submitted  Yes  No

Billing information for the course submitted, including a breakdown of fees paid  Yes  No

Proof of payment information for the course submitted  Yes  No

Final Approval Given?  Yes  No

Date of Final Approval \_\_\_\_\_ Signature of Decision Maker \_\_\_\_\_