

REQUEST FOR PRE-APPROVAL OF UNIVERSITY CREDIT

Name	Date
School	Position

This form must be submitted at least fourteen (14) days prior to the course starting date each year even if you are in a continuing master's program. Tuition reimbursement applies to any coursework taken between May 16th of the previous school year and May 15th of the current school year.

TIMELINES FOR SUBMISSION

Coursework Taken Between May 16 and December 15	Coursework Taken Between January 1 and May 15
December 15 - Evidence of tuition payment and agreement must be received by Human Resources.	April 30 - Evidence of tuition payment and agreement must be received by Human Resources.
December 20 - All coursework must be completed.	June 1 - All coursework must be completed.
January 15 - All transcripts must be received by Human Resources.	June 15 - All transcripts must be received by Human Resources.
January 30 - Tuition reimbursement included in paycheck.	June 30 - Tuition reimbursement included in paycheck.

TUITION REIMBURSEMENT CREDITS

Non-Tenured Teacher	Credits Allowed
Year 1	Up to 6 only for Bilingual / ESL Endorsement
Year 2	Up to 6
Year 3	Up to 9
 Tenured Teacher	 Credits Allowed
Year 4+	No Limit

The District's Teacher Reimbursement Program is governed by Article VI of the collective bargaining agreement between the Mundelein Elementary Education Association (MEEA) and the Board of Education. Tuition reimbursement is issued on a first-come, first-served basis determined by the date in which transcripts are received by Human Resources.

COURSE DETAIL

I am requesting pre-approval to take the following courses:

Course Name	Hours	College or University	Start Date	Anticipated Completion Date	Cost Per Course	Transcript Received Y / N

Employee Signature: _____

Date: _____

The course or courses listed above (circle one): HAVE HAVE NOT been pre-approved.

Administrator Signature : _____

Date: _____