

TROY AREA SCHOOL DISTRICT
College Course Approval for Credit Reimbursement

This form must be completed and approved by your principal and also by the Superintendent at least two weeks prior to enrolling in your classes. A new form is to be completed and permission must be granted for each semester of course work.

Upon completion of your course(s), a copy of your transcript, proof of payment for course(s) taken and a copy of the college bulletin indicating the tuition charge per credit shall be submitted to the Administration Office, along with a copy of your course approval form. Payment will be made as required in the current Professional Contract. **Effective with the 2002/2003 Professional Contract, there will be a reimbursement limit of 12 credits per year. Credits taken during the summer count with courses taken the following school year.**

Payment will be made within 30 days from the receipt of all required forms.

1. Name _____
2. Teaching Assignment
 - A. Field _____
 - B. Grade _____
 - C. Building _____
3. Degree presently held _____
4. Certification(s) presently held _____
5. Number of years teaching experience in Troy _____ Other _____
6. I am working on:
 - A. Permanent Certification _____
 - B. Post B. S. Program of Enrichment _____
 - C. Enrolled Masters Program _____
 - D. Post Masters _____
 - E. Enrolled Doctorate Program _____
 - F. Certificate in _____
7. Interest area _____
8. I request permission to enroll in _____ (University/College)
9. Tuition rate is \$ _____ per credit.

Semester (only one per form)	Start Date of Course	End Date of Course	Course #	Course Name	# Credits
_____ (SS/F/W/S)	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Teacher's Signature _____ Date _____

Principal's Approval _____ Date _____

Superintendent's Approval _____ Date _____