



Kankakee Area Special Education Cooperative

University Course Reimbursement

All employees may receive tuition reimbursement up to \$800.00 for classes completed each school year (July 1 - June 30) with prior written approval by the Director, for courses leading to degree/certification in educational domains and/or enhancement of job performance. To qualify for university course reimbursement the employee must return as a regular employee of KASEC for the school year following the completion of coursework and provide proof of payment; report card grade of a B or better; and official transcript by September 15 of the school year following the completion of the coursework.

PRIOR APPROVAL REQUEST

Name: _____

Date: ____/____/____

Course Title/Description: _____

University/College: _____

Term: Fall Spring Summer 20 ____
(Circle One)

Cost of tuition: \$ _____ Cost of fees: \$ _____ Total cost: \$ _____

____ Approval Amount \$ _____

____ Disapproval Reason _____

Employee: _____

Date: ____/____/____

Director: _____

Date: ____/____/____

VERIFICATION OF SUCCESSFUL COMPLETION

Upon completion of class: **return a copy of this form** with proof of payment; report card with a grade of B or better and official university/college transcript

Date Submitted: ____/____/____

____ Proof of payment of university/college class

____ Report card grade of B or better and official transcript

Employee: _____

Date: ____/____/____

Director: _____

Date: ____/____/____