



CONRAD WEISER AREA SCHOOL DISTRICT  
Robesonia, Pennsylvania

20 -  
School Year

**Pre-Approval Application for Tuition Reimbursement**  
**(Support Staff)**

The Conrad Weiser Area School District will provide tuition reimbursement to support staff employees who further their education **within their current employment field**. Support staff employees having at least one work year of satisfactory performance with the District are eligible for tuition reimbursement based on their number of hours worked per day. Please refer to Tuition Reimbursement Program section of the most recent Support Staff Handbook for more specific information regarding tuition reimbursement, particularly regarding credits allowed per school year and rates of reimbursement.

Name: \_\_\_\_\_ Building: \_\_\_\_\_

Present Position: \_\_\_\_\_ I currently work \_\_\_\_\_ hours per day.

School Where Course Will Be Taken: \_\_\_\_\_

*\*Please attach copy of the course description or brochure from the school*

<b><u>Course No.</u></b>	<b><u>Title</u></b>	<b><u>Credits</u></b>	<b><u>Tuition Paid *</u></b> <small>Tuition Only/No Fees</small>
--------------------------	---------------------	-----------------------	---

_____	_____	_____	_____
-------	-------	-------	-------

This course will start on: \_\_\_\_\_.

Please check the items that apply:

\_\_\_\_\_ This course is taught in class by a fully accredited college, university or technical school.

\_\_\_\_\_ This course is **not** a video course.

\_\_\_\_\_ This course is not being paid under any other program.

_____	_____
Date Submitted	Signature of Applicant

This form for tuition reimbursement pre-approval must be submitted to the Superintendent's Office for approval at least ten (10) work days before the course begins.

FOR OFFICE USE ONLY

Tuition reimbursement for this course is approved at: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Business Manager

\_\_\_\_\_  
Signature of Superintendent

**Note: The rate of reimbursement is subject to modification based on administrative review of documentation at the time the Application for Tuition Reimbursement is submitted.**