

**Pre-approval of College Coursework  
And  
Tuition Reimbursement Request**

*\*\*\*All coursework to be considered for Tuition Reimbursement must be pre-approved  
by the NCOESC Superintendent or Superintendent Designee\*\*\**

Employee's Name \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Position Assignment \_\_\_\_\_ District/Building \_\_\_\_\_

College/University	Course Name	Semester Hrs.	Quarter Hrs.	Beginning/Ending Dates	Course Cost

Total Cost \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Denied \_\_\_\_\_ Reason: \_\_\_\_\_

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

*You must submit the following information for all pre-approved coursework no later than **October 31<sup>st</sup>** to:  
Debbie Huffman, Business Director, 928 W. Market St., Suite A, Tiffin, OH 44883*

\_\_\_\_\_ Copy of fee statement from the university

\_\_\_\_\_ Transcripts listing course completion

If you are planning to use these hours towards certification or licensure, it is your responsibility to contact the Local Professional Development Committee for their approval and to supply the committee with the necessary proof of completion.

**TO BE ELIGIBLE FOR TUITION REIMBURSEMENT, YOU MUST BE A NCOESC EMPLOYEE  
AT THE TIME REIMBURSEMENT IS ISSUED.**