

Wattsburg Area School District
10782 Wattsburg Road
Erie, PA 16509

To: Superintendent
 From: _____
 Subject: Request for Approval of Courses for Tuition
 Date: _____

In accordance with School Board Policy and the collective bargaining agreement covering the District's employment of its professional employees, I have registered for the following course(s) at

 College/University

Number	Name	Credits	Dates of Attendance

Credits are toward:

(Please check appropriate box)

1. Bachelors' Degree Masters' Degree
 2. Making certificate payment
 3. Teachers' field of instruction
 upon request, evidence of program
 approval may replace separate
 pre-approval by course.

Please accept this as my request for pre-approval for tuition reimbursement. Intending to be legally bound, I agree and acknowledge that I will be legally obligated to repay all amounts paid to me, or on my behalf, pursuant to this request unless I remain employed by the District for at least two (2) full school years after the completion of a reimbursed class. I will not be required to repay the District if my employment ends because of furlough (layoff), retirement into the PSERS system, or dismissal. I hereby authorize the District to withhold monies from my final paycheck if I have not satisfied any repayment obligation arising out of this reimbursement request, though it is not limited to doing so in its collection efforts.

Name (Please Print) _____
 Signature _____
 Date _____
 Building _____

Superintendent _____ Date _____

Approved Denied Reason _____

The maximum number of credits to be reimbursed during a **calendar** year is twelve (12).
 You have had _____ credits pre-approved for the year 20____.