



Ionia County Intermediate School District
2191 Harwood Road
Ionia, MI 48846
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Partners in building full potential

TUITION REIMBURSEMENT APPROVAL FORM

Please have your Supervisor approve prior to taking course.

Employee _____ Date Submitted _____
University / College _____ Major Field _____
Degree Sought _____ Curriculum _____
Course Name & Number _____
Credit Hours _____ Expected Term for Enrollment _____
Supervisor's Approval to Take Course _____ Date _____

After approval, keep this form until class is completed and submit with all other required documentation.

Date Course Completed _____ Transcript Received _____
Supervisor's Approval for Reimbursement _____ Date _____

Submit required documents to Human Resources for reimbursement:

- This form, after completion of the class
- Course Grade - This document will list the course attended and final grade for the class, please make sure it has your name on it.
- Cost/Payment for the course taken – Please provide a detailed receipt showing what class you took and how payment was made.

IISPA: Article 26, Section 4 Payment of up to \$100.00 per semester of credit earned will be reimbursed to non-probationary employees if such hours are related to the employee's job (limited to six semester hours per school year). The course grade must be a "C" or better to be eligible for District reimbursement. Employees wishing to apply for said payment must have their supervisor's prior approval.

IIEA Article 23, Section 11: Payment of \$150.00 per semester hour of credit earned will be reimbursed if such hours are toward an advanced degree or have been earned in the field of the employee's major preparation. Employees wishing to apply for said payment must have their department supervisor's prior approval.