

**WARREN COUNTY CAREER CENTER  
TUITION REIMBURSEMENT  
(Non-Bargaining Employees)**

(1/06)

**PRE-APPROVAL FORM**

SUBMIT PRE-APPROVAL FORM TO THE SUPERINTENDENT PRIOR TO TAKING COURSE

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Institution: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course #: \_\_\_\_\_ Course Cost: \_\_\_\_\_

Course #: \_\_\_\_\_ Course Cost: \_\_\_\_\_

For Purpose of Certification/Licensure in (area): (if applicable)

\_\_\_\_\_

Rationale for course work: \_\_\_\_\_

\_\_\_\_\_ Approved  
\_\_\_\_\_ Disapproved

\_\_\_\_\_  
WCCC Superintendent                      Date

Estimated amount approved for reimbursement: \_\_\_\_\_

\_\_\_\_\_  
WCCC Treasurer                              Date

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- A tuition bank of \$10,000.00 will be provided at the beginning of each fiscal year (July - June) for all full-time non-bargaining unit employee. Any funds not encumbered or spent by June 30 of each fiscal year will be returned to the district.
- Tuition not to exceed \$1,000.00 per fiscal year (July - June) per employee.
- Non-bargaining unit staff includes all full-time classified, adult education certified and administrative (not including the superintendent or treasurer) employees.
- Prior approval of all course work for tuition reimbursement is to be submitted 2-weeks before course registration.
- Within thirty (30) days of completion of course, return copy of pre-approval form along with course grade report and receipt for tuition to WCCC Treasurer's office.
- PLEASE NOTE: For the remainder of the 2005-2006 school year, effective 1/1/06 – 6/30/06, \$5,000.00 will be allotted. Tuition reimbursement not to exceed \$500.00 per employee during 1/1/06 – 6/30/06.

Effective 1/1/06

Tuition Reimbursement  
(non-bargaining unit employees)

A tuition bank of \$10,000.00 will be provided at the beginning of each fiscal year (July - June) for all full-time non-bargaining unit staff. Non-bargaining unit staff includes all full-time classified, adult education certified and administrative (not including the superintendent or treasurer) employees. Tuition reimbursement will be for courses taken for college credit related to the individual's job responsibilities and/or certificate/licensure(s).

Staff applies to the Superintendent for prior approval of all course work for tuition reimbursement. Once approved by the Treasurer, the money will be encumbered for payment to that staff member provided the member submits tuition receipts and the grades within 30 days of the conclusion of his/her course(s). A passing grade of "B" or higher or in cases where the course is on a pass/fail basis, a passing grade must be earned to receive reimbursement. Upon verification of the course completed with the proper documentation, the Treasurer will issue a check for the 75% of the tuition not to exceed \$1,000.00 per fiscal year per employee. Any funds not encumbered or spent by June 30 of each fiscal year will be returned to the district.

(For the remainder of the 2005-2006 school year, effective 1/1/06 – 6/30/06, \$5,000.00 will be allotted.)

[Board approved 12/15/05]