

Southwest Cook County Cooperative Association for Special Education

Preapproval for Coursework and Tuition Reimbursement

Coursework Preapproval:

- 1. All coursework that is to be considered for advancement on the salary schedule horizontally or for tuition reimbursement must be approved by the Director Designee/Supervisor within two (2) weeks of enrolling in an undergraduate for noncertified staff and a graduate course for certified staff.
2. One course per form only.
3. Credit for professional growth reimbursement will be given for coursework for Certified Staff in the areas of specialization in which the staff member functions, for related educational coursework, and/or for course work outside the field of education which is judged by the Director Designee/Supervisor to have a relationship to improvement of present functions.
4. Credit for professional growth reimbursement will be given for coursework for Noncertified Staff towards the attainment of a professional certificate, for educational coursework related to the staff member's roles responsibilities, and/or for coursework outside the field of education which is judged by the Director Designee/Supervisor to have a relationship to the improvement of present functions.
5. Approved coursework must be validated with the following documentation for tuition reimbursement:
a. A grade report showing a passing grade
b. A paid tuition bill from the University attended
c. Proof of payment for coursework (copy both sides of check or credit card statement)
d. These materials must be submitted by September 30th of the year following the coursework. Failure to submit the materials on time will result in the forfeiture of tuition reimbursement.
6. Official transcripts must be submitted by December 30th of the year following reimbursement. If official university transcripts are not submitted, your reimbursement will be forfeited and the Business Office will deduct your reimbursement via payroll deduction.
7. For advancement on the salary schedule horizontally, official transcripts with the Request for Salary Schedule Advancement/Reimbursement form must be turned into the personnel office.

Application for: [] Coursework for advancement on the salary schedule horizontally (check all that apply) [] Tuition Reimbursement

Name: _____ Position: _____

[] Certified Staff Member [] Non-Certified Staff Member [] Other _____

Program: _____ Credit Hours: _____ Semester Hours _____ Quarter Hours

Course Title: _____

Course Number: _____ Course Location: _____

University/College issuing credit: _____

Course Inception Date: _____ Course Completion Date: _____

Course Description and relevance to current assignment: _____

Staff Member Signature _____ Date _____

Director Designee/Program Supervisor _____ Date _____

Cc: Employee, Tuition Reimbursement Clerk, Personnel