

**Boyertown Area School District
Boyertown, Pennsylvania**

Classified Employee Request for Approval of Job-Related Course or Training Program

Name _____	Date of Request _____
Employee ID# _____	Course Number _____
School or Job Location _____	Number of Credits _____
Program or Course Title _____	Beginning Date of Course or Program _____
School, College, Sponsor _____	Ending Date of Course or Program _____
Program Cost \$ _____	Registration Cost \$ _____
Tuition \$ _____	

Approved by:

Immediate Supervisor _____	Date _____
Assistant to the Superintendent _____	Date _____

Prior approval by the immediate supervisor and the Assistant to the Superintendent for Human Resources must be obtained for courses or training programs to receive reimbursement.

When applying for reimbursement, please submit the following items to the Human Resources office:

1. Copy of "Classified Employee Request for Approval of Job-Related Course or Training Program".
2. Official copy of the grade earned (report card, transcript, etc.) or letter attesting to successful completion of program.
3. Receipt for payment of tuition or registration.
4. This reimbursement applies to tuition costs only. Books and fees will not be included in the reimbursement.

Approval of reimbursement will take place up satisfactory completion of the course or program. Requests for reimbursement shall be submitted to the Human Resources Office along with receipts and evidence of completion.