PITTSFORD CENTRAL SCHOOL DISTRICT
APPLICATION FOR GRADUATE COURSE APPROVAL
To be completed and sent to Asst. Superintendent for HR

Name of Applicant_____ **Date**_____

Subject Taught_____ **I am** _____, _____. _____
full tine **part time** **para**

Building_____

NAME THE Graduate Course	**NAME_____ THE College or Univ.**	**DATE taken**	**GRADUATE Credit Hours Per Course**	**TUITION reimburse.**
_____			_____ **hours**	_____
_____			_____ **hours**	_____
_____			_____ **hours**	_____

I understand that approval for additional graduate salary credits and reimbursement for tuition costs incurred is subject to submission to the Human Resources Office of official transcripts and/or receipts showing successful completion of such coursework in addition to a receipt for cash payment of tuition. (REIMBURSEMENT IS NOT PROVIDED FOR FEES OTHER THAN TUITION). I understand that I may claim graduate tuition reimbursement for an unlimited number of hours until attaining a master's degree. After attaining a master's degree, I understand that I may claim reimbursement for a maximum of six credit hours in any one fiscal year.

_____
(Applicant's Signature)

☐ APPROVED ☐ NOT APPROVED

If not approved, reason(s) why_____

_____
Asst. Superintendent for HR Date

CLAIM OF PAYMENT

Please **attach an itemized receipt of payment and proof of successful completion of courses approved**. Return this form with attachments to the Human Resource Office to claim reimbursement and/or salary credit for graduate work.

COLLEGE FEES PAID

1. Tuition:_____ Hrs. at _____per hour $_____
2. Compute on half of the tuition charges $_____
3. Part-time teachers multiply amount above by percentage of time worked $_____

TOTAL REIMBURSEMENT CLAIMED $_____

_____ approval for payment_____
Signature of claimant **Date** **Asst. Superintendent for HR** **Date**

☐ Applicants copy ☐ HR Office copy ☐ Payroll Office copy 8/13