

CAYUGA-ONONDAGA COUNTIES
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
ADVANCE APPROVAL
COURSEWORK REIMBURSEMENT – NON-INSTRUCTIONAL EMPLOYEE

Under established policy, advance approval must be obtained for course credit for purposes of reimbursement. The use of this form will facilitate the approval procedure and provide a permanent record of such approval.

This form is to be completed and forwarded to the Superintendent's office for consideration. The original will be retained in the superintendent's files and a copy will be given to the applying staff member indicating course approval. Upon completion of coursework, a copy of the following should be submitted to the Superintendent for reimbursement:

- Claim form (attached)
- Receipt indicating payment made for official course
- Grade report or transcript

Date _____ Position _____
Course No. _____ Title _____
Sem. Hrs. _____ Institution _____
Semester Starting _____
Are you matriculated for a degree? _____ If so, what degree? _____
Is this course a part of a degree program? _____ Purpose for taking course: _____

Signature

DO NOT WRITE BELOW THIS LINE

Course: _____

District Superintendent

Course Grade _____ Date: _____
Filed By _____