



TUITION ASSISTANCE ADVANCE APPROVAL FORM: AIDES/NINS

BOCES will pay the tuition amount specified per the employee's bargaining unit agreement, for full-time members, for one job-related course (3 credit hours) per year at any accredited school, providing that application is made in writing to the office of the District Superintendent prior to taking a course. Approval must be sought through the use of this advance approval form.

When an employee signs up for a course, they must fill out this form, detailing the course, credit hours, etc. Once approved by the Superintendent, a copy will be sent back to the employee and the original will be kept in with Human Resources.

When the employee satisfactorily completes an approved course, an **official grade report or transcript, a Claim Form, and a receipt indicating payment made for the official course** must be sent to Human Resources for processing of payment.

Please refer to any further details for these payments in the current contract or agreement. If you have any questions, please contact the Human Resources Office, ext. 5819.

Date _____ Position _____

Course No. _____ Title _____

Sem. Hrs. _____ Start and End Date of Course _____

Name of Accredited Institution _____

Are you matriculated for a degree? _____ If so, what degree? _____

Is this course a part of a degree program? _____

Purpose for taking course: _____

Employee Name (Printed) _____ Employee Signature _____

This employee is approved to take this course and, upon successful completion of the course, will be reimbursed up to the amount specified in the respective bargaining unit agreement.

Director of Human Resources _____ Date _____

District Superintendent _____ Date _____

Please return to Human Resources.

Date Official Transcript/Grade Report Received by HR _____ Course Grade _____ Initials _____

