Pre-Approval for Course Tuition Reimbursement

Courses submitted for tuition reimbursement are required to be job-related and have the pre-approval of the Support Specialist Human Resources Systems, Lesley Bright, labright@aacps.org, prior to enrollment. Once pre-approved the Certification/Tuition Reimbursement Office will determine reimbursement eligibility. Pre-approval request should be submitted prior to the start of the semester.

Email requests for course pre-approval must include the following information:

Employee Name	Employee ID Number	Check One Unit III Unit IV
Job Title	Work Location	

Degree or Professional Development Plan	College or Professional Development Program Attending

Coursework for Pre-Approval *(complete all applicable fields)*	Year	Semester: Fall Winter Spring Summer

COURSE #1

Course Name	Credits	**CEUs**

Course Description: *(Required)*

Explanation how this course is related to your current position/responsibilities: *(Required)*

COURSE #2

Course Name (N/A if not applicale)	☐ **N/A**	Credits	**CEUs**

Course Description:

Explanation how this course is related to your current position/responsibilities:

COURSE #3

Course Name (N/A if not applicale)	☐ **N/A**	Credits	**CEUs**

Course Description:

Explanation how this course is related to your current position/responsibilities: