



# 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, Tracy Williams, TLWILLIAMS1@aacps.org, prior to enrollment. Once pre-approved by Ms. Williams, 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		Job Title				
Work Location		Degree or Professional Development Program				
College or Professional Development Attending						
Coursework for Pre-Approval <i>(complete all applicable fields)</i>		Year	Semester:			
			Fall	Winter	Spring	Summer
<b>COURSE #1</b>	Course Name		Credits		CEUs	
	Course Description: <i>(Required)</i>					
	Explanation how this course is related to your current position/responsibilities: <i>(Required)</i>					
<b>COURSE #2</b>	Course Name (N/A if not applicale)		<input type="checkbox"/> N/A	Credits		CEUs
	Course Description:					
	Explanation how this course is related to your current position/responsibilities:					
<b>COURSE #3</b>	Course Name (N/A if not applicale)		<input type="checkbox"/> N/A	Credits		CEUs
	Course Description:					
	Explanation how this course is related to your current position/responsibilities:					