

MINERVA LOCAL SCHOOLS
TUITION APPROVAL/REIMBURSEMENT FORM
(ONE COURSE PER APPLICATION)

- Applications must be submitted to the LPDC prior to date of first class.
- Reimbursement shall be implemented on a first come basis, upon receipt of proper documentation.
- Applications and reimbursement will be granted subject to Article XXVIII of the Negotiation Agreement, effective July 1, 2012.

NAME _____ DATE _____

CERTIFICATE(S)/ LICENSE TYPE FIELD _____

CERTIFICATE(S)/LICENSE EXPIRATION DATE _____

UNIVERSITY ATTENDING _____

COURSE NUMBER _____ COURSE NAME _____

BRIEF DESCRIPTION OF COURSE AND HOW IT RELATES TO CURRENT
TEACHING FIELD:

DATE OF REGISTRATION _____ SEM HRS _____

OFFERED: FALL ___ WINTER ___ SPRING ___ SUMMER I ___ SUMMER II ___

ESTIMATED EXPENDITURE (TUITION ONLY, NO BOOKS OR MATERIALS FEES)

\$ _____

LPDC APPROVAL::

___ LPDC APPROVAL OF COURSEWORK _____ DATE _____

___ LPDC REJECTION OF COURSEWORK _____ DATE _____

___ TRANSCRIPT RECEIVED (DATE) _____

___ UNIVERSITY RECEIPT OF PAYMENT _____

APPROVAL FOR REIMBURSEMENT _____ DATE _____

DATE TO TREASURER'S OFFICE FOR PAYMENT _____