

# CRAWFORD COUNTY LIBRARY Policy Manual

## Policy No. 224.1

### Subject: Application for Pre-Approval of Class for Tuition Reimbursement

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

COURSE YOU PLAN TO TAKE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

DATES OF COURSE: \_\_\_\_\_

COMPLETION DATE: \_\_\_\_\_

BENEFIT TO THE CRAWFORD COUNTY LIBRARY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AMOUNT OF TUITION REIMBURSEMENT EXPECTED: \_\_\_\_\_

It is understood that Pre-Approval of a class is made only according to the terms and conditions set forth in Policy No. 224 of the Crawford County Library. Pre-approval is a consideration for Tuition Reimbursement.

Date: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Director Approval: \_\_\_\_\_

Board Action required:

DATE: \_\_\_\_\_ APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_

**ADOPTED:** November 14, 2000

**REVIEWED:** March 12, 2015