

NEWBERG SCHOOL DISTRICT 29J  
CERTIFIED APPLICATION FOR REIMBURSEMENT FOR GRADUATE CREDITS

NAME: \_\_\_\_\_ PRIMARY WORKSITE: \_\_\_\_\_ ACADEMIC YEAR: \_\_\_\_\_

Reimbursement made to employee after course is successfully completed (Grade of C or better). Prepayment only made through PSU with prior approval (send copy of this signed approval form to PSU and ask them to bill district. Email: [3rdparty@pdx.edu](mailto:3rdparty@pdx.edu)). I am submitting for prepayment through PSU: Yes: \_\_\_\_\_ No: \_\_\_\_\_

**COURSE INFORMATION**

**TRADITIONAL COLLEGE COURSE**

Term: \_\_\_\_\_ Start Date: \_\_\_\_\_

Course offered by: \_\_\_\_\_

Credit granted through (if different): \_\_\_\_\_

Full Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_ Hours: \_\_\_\_\_

Semester  Quarter

Amount of Tuition/Fees Requested: \_\_\_\_\_ (Note: Reimbursed up to PSU per credit rate. PSU can only bill us for the amount approved on this form, please be sure you include all applicable fees. Processing and late fees not reimbursable.)

**Important items to note:**

- Graduate level courses only; apply prior to registering for course, late requests will be denied; form must be complete, incomplete forms will be returned
- PSU Prepayment: Tuition will be deducted from your payroll check if: Forms and grades are not turned in within 2 weeks after completion of the course, Grade is not passing (C or better), Class is not completed

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

( ) Approved ( ) Denied \_\_\_\_\_ Date: \_\_\_\_\_

Principal

( ) Approved ( ) Denied \_\_\_\_\_ Date: \_\_\_\_\_

HR Specialist

Reason for Denial: \_\_\_\_\_

**Reimbursement Approval (District Office Use Only)**

Account Number: 100.2240.0245.705.000.000 Amount: \_\_\_\_\_ Grade: \_\_\_\_\_ HR Approval/Date: \_\_\_\_\_

Director of Business Services Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: Copy Employee, Original HR

Remittance: Copy HR with Grades, Original Business Office with Receipt

Revised: May 1, 2020