

BETHLEHEM AREA SCHOOL DISTRICT

APPLICATION FOR PREAPPROVAL OF ADVANCED ACADEMIC WORK

\*PLEASE ATTACH A COPY OF THE COURSE DESCRIPTION PROVIDED BY THE COLLEGE OR UNIVERSITY\*
\*\*COMPLETE A SEPARATE APPLICATION FORM FOR EACH COURSE\*\*
\*\*\*PLEASE FILL OUT COMPLETELY TO AVOID DELAY IN PROCESSING\*\*\*

Group: \_\_\_ Administrators \_\_\_ Teachers \_\_\_ SPARK \_\_\_ Clerical
\_\_\_ Teacher/Health Assistants \_\_\_ Noninstructional Meet & Discuss

Please refer to your employment contract for specifics on the Tuition Loan Program

Name of Employee: \_\_\_\_\_

School/Building: \_\_\_\_\_

Grade/Subject: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Name of College/University/
Intermediate Unit: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_

Number of Credits: \_\_\_\_\_

Date Course to be Take (mm/dd/yr): \_\_\_\_\_

Reason for Taking the Course: \_\_\_\_\_
\_\_\_\_\_

Is this a "distance-learning", web-based delivered or other non-traditional course? Yes No

If yes, attach a detailed description of how the course will be conducted including assignments and methods
of assessment.

If applicable to your group, this course is for: \_\_\_ Tuition Reimbursement \_\_\_ Salary Increase

\_\_\_ Approved \_\_\_ Disapproved

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

For reimbursement for completed course work, please submit proof of payment and an official transcript or grade
report to the office of the Director of Human Resources. We will accept grades and proof of payment posted on line if
your name prints on the documents. If not, please provide us with your access information on the printed documents.
This information is kept confidential.

A response regarding the approval or disapproval of your request will be provided via email.