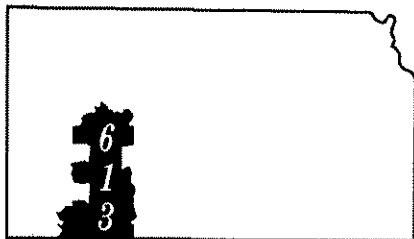


Southwest Kansas Area Cooperative District #613



001 Ford Street
Ensign, KS 67841
Phone: (620) 865-2054 Fax: (620) 865-2055
Website: <http://www.skacd.com>

“Providing Exceptional Education for Exceptional Children”

Application for Approval and Reimbursement of College Hours

Procedure:

1. Complete application and send to Ensign for approval, form will be returned to you.
2. Enroll in course and send receipt to Ensign.
3. Complete course requirements.
4. After grade is posted, send new transcript with copy of this form.
5. We will reimburse half of the in-state public school tuition rate for approved coursework.
6. All reimbursement requests must be received in the SpEd office within 3 months of completing the course.
7. You must be under contract with SKACD #613 to receive a reimbursement. Spring and summer courses will be reimbursed in the fall.

Name _____ Date _____

Teaching Assignment _____ University _____

Course Title	Catalog Number	Credit Hours

Please explain how each course relates to your teaching assignment:

To Be Completed by the Administrative Offices

____ Approved for PDC PDC Signature _____ Date _____
____ Approved for Reimbursement Admin Signature _____ Date _____
____ Check cut and mailed Date _____