



# COURSE APPROVAL FORM

WSCC FEE WAIVER

OR

TUITION REIMBURSEMENT AT ANOTHER INSTITUTION

**INSTRUCTIONS:**

1. COMPLETE FORM AND FORWARD FOR NECESSARY SIGNATURES **BEFORE** REGISTERING FOR COURSE
2. HR WILL RETURN A COPY OF FORM TO EMPLOYEES AFTER PRESIDENT'S SIGNATURE
3. UPON COMPLETION OF COURSE AND GRADE HAS BEEN RECEIVED, FORWARD TO HR TO RECEIVE REIMBURSEMENT:
  - COPY OF THIS FORM
  - PAID FEE STATEMENT FROM COLLEGE AT WHICH COURSE WAS TAKEN
  - GRADE REPORT

HR WILL COMPLETE PURCHASE REQUISITION PROCESS FOR EMPLOYEE REIMBURSEMENT

Name:	Status: (circle one) FT      PT      Adjunct Faculty	Date:
Course Title:		
Description of Course:		# of credits:
Goal of Study:	Degree Program (if applicable):	
Quarter/Year:	College:	
Day(s)/time:	Cost:	

For WSCC Fee Waiver: Adjuncts will pay for textbooks and all materials or supplies, registration, technology and laboratory fees.

Employee's Signature	Date		
Supervisor/Dean's Signature	Date	<b>Approval:</b>	___ Yes    ___ No
Director, Human Resources Signature	Date	<b>Approval:</b>	___ Yes    ___ No
President's Signature (Not needed for WSCC courses)	Date	<b>Approval:</b>	___ Yes    ___ No

Do not write below this line - For Human Resources Use Only

**For PT Faculty only:** This instructor has accumulated sufficient teaching credits to allow for this fee waiver.

Signature of Human Resources Representative	Date
Original to: Human Resources	Copy to: Employee