

SAYRE AREA SCHOOL DISTRICT  
SAYRE, PENNSYLVANIA

**APPLICATION FOR COURSE CREDIT (a.) APPROVAL AND (b.) PAYMENT**

(Separate Application for Each Course Required)

**APPROVAL** (To be completed by employee)

I, \_\_\_\_\_, (employee signature required) hereby request approval and payment according to contract for the following; and, in so doing, I realize that any payment by the school district to meet my request shall be included in my income for federal income tax, FICA, and Medicare withholding as well as FUTA and probably SUTA unless indicated otherwise below.

Course Dept. & No.	Description	Credit(s)	Institution	Start Date	End Date	Day(s) of Week	Time(s) of Course

**Purpose for taking course (documentation may be required):**

\_\_\_\_\_  
\_\_\_\_\_

**(TO BE COMPLETED BY OFFICE PERSONNEL ONLY)**

Approved \_\_\_\_\_  
(Superintendent's Signature Required)

\_\_\_\_\_  
Date

Not Approved \_\_\_\_\_  
(Superintendent's Signature Required)

\_\_\_\_\_  
Date

Reason: \_\_\_\_\_

**PAYMENT** (To be completed by office personnel)

(To be completed and initialed by Superintendent's Secretary)	
_____	1. Transcript or grade report is attached.
_____	2. Payable during the _____ - _____ school year
_____	3. _____ credits @ \$_____ totaling \$_____
(Forwarded to business office for payment: Date _____)	

Authorized for Payment \_\_\_\_\_  
Superintendent's Signature (required)

\_\_\_\_\_  
Date

I, \_\_\_\_\_ (superintendent's signature required) have received this application with its related documentation (if necessary) and do hereby classify the above as a "working condition fringe". (A "working condition fringe" is not subject to withholding. To qualify as a working condition fringe, education must contribute to the employee's effectiveness in his or her job but must not qualify the employee for another job (e.g. transfer or promotion) or help to meet minimum requirements of the current job (e.g. certification). **Absence of the superintendent's signature indicates that the education requested and paid for by the school district is subject to withholding and will be treated as employee income.**)

- (a.) This form to be submitted to the Office of the Superintendent for advance approval in order to be eligible for payment.
- (b.) The approved form is then to be submitted with transcript or grade report attached to the Office of the Superintendent as a payment application.