

**Yarmouth School Department**  
Course Pre-Approval Form  
 2025-2026

**Date:**

**Employee Name:**

**College/Institution:**

Course #	Course Name	Credit Hrs.	Start Date	End Date

(    ) This course will advance my salary classification from Class \_\_\_\_\_ to Class \_\_\_\_\_.

[Note: notice must be received prior to November 30th in order for the change to take effect in the following school year.]

<b>This course supports my professional goals in the following ways:</b>

Tuition Cost	Registration Cost	Note: Employee must submit receipt(s) and transcript(s) (showing a passing grade) with their Course Reimbursement Form, once the course is completed.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>APPROVED FOR ADVANCEMENT</b>	_____	<b>APPROVED FOR REIMBURSEMENT</b>	_____
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Reimbursement amount per Superintendent: _____ USM: \$574 per credit (\$475+\$99 fee per credit) - \$1,722 maximum _____ USM: \$625 per credit (online & leadership program) - \$1,875 maximum _____ UMO: \$601 per credit (\$573+\$28 tech fee per credit)+\$60 activity fee- \$1,863 maximum _____ UMO: ONLINE ONLY \$598 (\$573+\$25 per credit fee)+\$60 activity fee - \$1854 maximum _____ Other: Up to 125% of the UMO \$573 per credit, no other fees - \$2,148.75 maximum, if the course is not offered at a University of Maine campus <i>Rv. 6/2025</i>
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