

**NCCTC COURSE CREDIT APPROVAL FORM**  
Pre-Approval and payment of COLLEGE CREDITS

Instructions: This form must be submitted and approved for each class in order to have the tuition paid per the collective bargaining agreement.

Employee's Name \_\_\_\_\_ Date \_\_\_\_\_

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

Course # \_\_\_\_\_ # of credit hours \_\_\_\_\_ Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_

Course Dates: From \_\_\_\_\_ To \_\_\_\_\_

Costs per credit hour \_\_\_\_\_ Total amount due to the Institution \_\_\_\_\_ (Late Fee's will not be paid)

University ID# or Account # (if applicable) \_\_\_\_\_

Institution & Address to mail tuition check \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach a copy of your registration and billing invoice)

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date received in the Main Office \_\_\_\_\_ By \_\_\_\_\_

Administrative Director's Signature \_\_\_\_\_ Date \_\_\_\_\_ Approval: Yes  No