FLORIDA CONFERENCE OFFICE OF EDUCATION ACADEMIC COURSE AUTHORIZATION (for Certification) This form does not pertain to those seeking an advanced degree

		Return this form to	Elaine.Szabo@flc	oe.org	
Date		School			
Name					
Address	<u> </u>			7:	
City				ZI	0
Instruc	<u>ctions:</u>				
Step 1 Step 2	This is step one of an authorization process for attending courses that bear academic credit. It should be submitted to the Office of Education prior to you registering for course/s and a minimum of <u>3 weeks</u> prior to the onset of the course/s. Receiving the authorization response from the FLCOE indicates that tuition can be reimbursed for the requested course/s when completed.				
Note:	All tuition assistance is based upon available budgeted funds. There is a \$1,035 limit per academic year for tuition expenses of certification courses, not related to pre- approved graduate programs. Books and fees are not covered. Please refer to Florida Conference Policy #4350 for additional information.				
Giving	complete informa	tion to the following	will expedite	course authori	zation:
Α.		of the institution that	-		
	Southern Adventist University - On Campus Dates attending Southern Adventist University - Online <i>(*see disclaimer below)</i> Other:				
В.	Indicate the course numbers and titles as well as the amount of academic credit and tu				
	costs for each cou Course Number	Irse requested: Course T	itle	Credit Hours	Total Tuition/ Online Fee Cost
C.	Indicate the year a Year	and term when you wis		bove course/s:	Winter (Jan-May)
*Perso	nal Financial Res	ponsibility Disclaime	er:		
(This <u>ML</u> It is my being c inform t	<u>JST</u> be signed if you ar sole responsibility harged for it. If I de	e seeking permission to ta to drop the online clas ecide not to take the c ence and will be financ	ke online course/s is <u>within</u> the dro lass AFTER the	op period to avoit e drop period ha	as expired, I must
Te	eacher Signature	Date			
OFFICI	E USE ONLY				
		Approved	Denied	Date	: