



**District Office**  
**Course Approval Form(s) – NIU Tuition Waiver Procedure**

1. Register for your class(s) at NIU. NIU will provide you with a Z - identification number (if you do not already have one). **ONLY NIU tuition is waived**
2. Please fill out a course approval form(s), include your **Z** - identification number from NIU at the top of the form as well as your **IEIN** number from the state. (The course approval form(s) may be found on our district website staff tab under forms)
3. Have your building administrator sign your course approval form(s).
4. Submit your course approval form(s) to Mrs. Mulso at the district office for the Superintendent to sign.
4. Mrs. Mulso will email the tuition waiver request to NIU to apply the credit(s) you requested accordingly.
5. Mrs. Volkening will place your course approval form(s) in your employee file.
6. Mrs. Mulso will send you a signed copy of your approved course approval form(s) for your records.

Please let me know if you have any questions.

Regards,

*Kristie M. Mulso*

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