

**Administrators** Request for Education Credit/Course Reimbursement

**Form I**

(To be completed **prior** to taking coursework- **ONE COURSE PER FORM**)

As stipulated in Article 24—Educational Credits, I request approval to take the following course and to be reimbursed at the successful completion.

I understand that the course must be in the area of the administrator's current assignment or in an educationally related field approved by the Superintendent. The obligation of the Board of Education shall not exceed \$6,500 per fiscal year.

Name of Administrator \_\_\_\_\_ Position \_\_\_\_\_

Title of Course \_\_\_\_\_

**(Attach course description or brochure)**

Number of Credits \_\_\_\_\_ Date that course begins \_\_\_\_\_

College or University \_\_\_\_\_

Cost of Tuition (Board to pay up to \$400/credit) \_\_\_\_\_

Costs of texts, materials, etc. (Board to pay 50% of cost up to \$100 per course) \_\_\_\_\_

Relationship of course to current assignment \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

**Principal's Approval**

I recommend approval of this request.

Date \_\_\_\_\_

Principal Signature \_\_\_\_\_

**Central Office Only**

Your request for course approval as outlined above is approved provided that all contractual conditions are met.

Approximate amount of reimbursement: Tuition: \_\_\_\_\_

Other: \_\_\_\_\_ For textbooks, on Form II, please provide original receipt and title of book

Total: \_\_\_\_\_

**Reimbursement Form II must be submitted to central office upon completion of this course with the following; transcript or report showing grade and credits earned and receipt/statement showing payment for the cost of course.**

Date \_\_\_\_\_

Asst. Superintendent \_\_\_\_\_