

For Paraprofessional Staff Only
TUITION REIMBURSEMENT PRE-APPROVAL

Name: _____ School/House: _____

Assignment: _____ Position FTE*: _____

SPECIFIC UNDERTAKING

Title: _____ Course No. _____

Semester & Dates: _____ No. of Credits: _____

University/College: _____

Course Description: _____

Is it part of a degree program which will result in the issuance of a diploma? Yes No

- If Yes, what degree? _____
- How does this course relate to your position? _____

REIMBURSEMENT: (Exclusive of registration and all other fees.)

Cost Per Credit: \$ _____ Total Tuition Expense: \$ _____

The Board reimburses for no more than two (2) courses in a fiscal year (July 1st through June 30th). If reimbursed, this course will be:

- 1st course of the year (80% reimbursement)
- 2nd course of the year (50% reimbursement)

Reimbursement will be processed upon receipt of the grade report and proof of payment. It is the staff member's responsibility to file proper paperwork with the Human Resources office.

Paraprofessional's Signature

Date

APPROVAL (Refer to Contract Language on back of this form for explanation.)

Executive Director of Personnel and Legal Services Signature

\$ _____
Amount Approved

CONTRACT LANGUAGE

The Board of Education shall provide a reimbursement in the amount of \$10,000 per year for coursework taken outside of the school, in which said classes are related to their work positions. The \$10,000 yearly maximum is for all classwork for all employees; not for each employee. Each paraprofessional may take a maximum of 2 classes per year. The first class shall be reimbursed at 80%; and the second shall be reimbursed at 50%; assuming the \$10,000 cap has not been reached.

I have read and understand the above information.

Signature

Date