

**Teachers** Request for Education Credit/Course Reimbursement  
**Form I**

(To be completed **prior** to taking coursework- **ONE COURSE PER FORM**)  
Per Article 33.1 – Reimbursement shall not be for course work necessary towards a Master’s Degree.

As stipulated in Article 33—Educational Credits, I request approval to take the following course and to be reimbursed at the successful completion. This is **not** course work necessary towards a Master’s Degree.

The obligation of the Board of Education shall not exceed \$15,000 per fiscal year.

Name of Teacher \_\_\_\_\_ 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 \$250/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 \_\_\_\_\_