

For Certified 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? _____
- If No, is it part of a pre-approved graduate program that is on file and has received approval from the Personnel Administrator? Yes No (see Personnel Administrator)
- Will the program add a new endorsement for your Professional Certificate? Yes No
If so, what endorsement? _____

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

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

The Board reimburses for no more than two (2) courses, **not to exceed ten (10) graduate credits maximum** in a fiscal year (July 1st through June 30th). If reimbursed, this course will be:

- 1st course of the year
- 2nd course of the year

Reimbursement will be processed upon receipt of the grade report and proof of payment. Grades must be submitted within three weeks after a semester ends and/or no later than July 10th of the following school fiscal year. It is the staff member's responsibility to file within the appropriate fiscal year.

Teacher's Signature

Date

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

Executive Director of Human Resources Signature

\$ _____
Amount Approved

CONTRACT LANGUAGE

1. At the discretion of the superintendent or designee, teachers will be reimbursed for the cost of conference expenses, workshop registration and professional leaves that are incurred in pursuit of professional growth. In order to be reimbursable, such activities must be both:
 - a. identified by and agreed to between the staff member and his/her supervisor; and,
 - b. approved by the superintendent or his/her designee.

The amount of reimbursement for such activities shall be at the discretion of the superintendent or designee, and up to 80% of such cost.

2. Costs of college/university courses which have:
 - a. been identified by and agreed to between the staff member and his/her supervisor, and:
 - b. received prior approval by the superintendent or his/her designee, will be reimbursed according to the following:
 - i. Courses that relate to one's teaching assignment will be reimbursed at 80% of the cost for the first course taken during the contract year and 50% for the second.
 - ii. Courses taken to add an additional endorsement to a Professional certificate will be reimbursed at one-third the cost.
 - iii. Courses approved for degree change shall be reimbursed at 25% of the cost.
 - iv. Reimbursement for courses will be in direct proportion to their FTE for part-time teachers.
*

If a request satisfies two of the above mentioned categories, the higher rate shall prevail. In any contract year, the Board is obligated to a limit of two courses, not to exceed ten (10) graduate credits maximum. Reimbursement for dissertation advisement will be limited to a maximum of two semesters.