

STIPEND/TUITION REIMBURSEMENT REQUEST-VERIFICATION FORM  
CERTIFICATED STAFF

Certified employees shall be granted a stipend for the initial National Board Certification application and training stipends for course work/continuing education units:

- a. related to the individual's teaching field; or
- b. for certification in an educational area; or
- c. to obtain an advanced degree in a field of education; and
- d. must achieve passing grade based upon institution standards.

"The Board agrees to grant a stipend equal to the actual cost of the course or workshop or to a total of \$1,250 maximum or up to \$2400.00 (for pre-approved CCP+ coursework) per year per eligible person. The reimbursements will be made January 30 or September 30. Up to twenty-three (23) bargaining unit members can be awarded stipends each year.

A school year is defined as September 1 through August 31. In order to apply, a Stipend/Tuition Reimbursement Request-Verification form must be filed in the Superintendent's office in duplicate. One (1) copy will be returned to the person filing. This copy should be resubmitted with a copy of the transcript or grade slip when the course work has been completed.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

AMOUNT PAID FOR COURSE/WORKSHOP \_\_\_\_\_

Proof of Payment is Attached: Receipt \_\_\_\_\_ Canceled Check \_\_\_\_\_

Complete the information below if known at this time.

<u>Course Name</u>	<u>Course #</u>	<u>Term</u>	<u>Hours</u>	<u>Institution</u>
Example: Research 101	EDF1001	Summer 2015	4 Semester	BGSU

FOR OFFICE USE ONLY:

Date application initially filed in office: \_\_\_\_\_ Application No. \_\_\_\_\_

Initial approval: \_\_\_\_\_ Date: \_\_\_\_\_

Date application resubmitted with verification: \_\_\_\_\_

Date payment made: \_\_\_\_\_ Amount: \_\_\_\_\_

Final approval: \_\_\_\_\_