

NOTE: This form requires approval PRIOR to registration of any course.

RUTLAND PUBLIC SCHOOLS

6 Church Street
Rutland, Vermont 05701

TUITION REIMBURSEMENT FORM

(Submit Prior to Course Registration)

Name _____

School/Grade/Subject: _____

School Phone: _____ Cell: _____

Name of Course _____ Course # _____

Dates: Start: _____ End: _____ Number of Credits _____

College/University _____

Cost of Course: _____

NOTE: Principal and Superintendent approval is required.

REIMBURSEMENT PROCESS:

REA process for tuition reimbursement is explained in the REA Agreement
RSSA process for tuition reimbursement is explained in the REA-ESP Agreement

1. INITIAL APPROVAL _____ DATE: _____
Principal

2. INITIAL APPROVAL _____ DATE: _____
Superintendent

3. SUBMISSION OF GRADE REPORT/TRANSCRIPT AND RECEIPT TO SUPT. OFFICE

ACTUAL COST OF COURSE: _____ DATE: _____

NOTE: The required documentation to receive reimbursement

REA-Teachers Reimbursement for Professional Learning Procedure

See REA-Teachers Master Agreement P.10, AR. 7.4, c.

In order to consistently reimburse professionals for pre-approved professional learning, per AR 7.4, c, RCPS will follow the procedure articulated below.

1. Professional identifies a learning opportunity and submits the appropriate form to the school Principal for initial approval.
2. Having received initial approval, the professional sends the appropriate form to the Superintendent's office for final approval. Staff at the central office will route the form to the correct person for consideration of final approval.
3. If final approval for professional learning is received, the professional registers and pays for the learning opportunity.
4. The professional then submits proof of payment and registration to the Superintendent's office for reimbursement in keeping with AR. 7.4 c. The Superintendent's office will forward the proof to the business office for payment.
5. Upon completion of professional learning, the professional must submit proof of completion to the Superintendent's office to confirm same. Please note:
 - a. For graduate course work a transcript and grade of "B" or better is required;
 - b. For workshops and conferences, an agenda and certificate of completion are required.
6. In the event no confirmation of satisfactory completion is received within 30 days, the business office will make arrangements to collect the distributed reimbursement funds through payroll deduction.

REA-ESP (Formerly RSSA) Reimbursement for Professional Learning Procedure

See REA-ESP Master Agreement P. 19, AR 14, G.

In order to consistently reimburse professionals for pre-approved professional learning, per AR 7.4, c, RCPS will follow the procedure articulated below.

1. Staff member identifies a learning opportunity and submits the appropriate form to the school Principal for initial approval.
2. Having received initial approval, the staff member sends the appropriate form to the Superintendent's office for final approval. Staff at the central office will route the form to the correct person for consideration of final approval.
3. If final approval for professional learning is received, the staff member registers and pays for the learning opportunity.
4. The staff member then submits proof of payment and registration to the Superintendent's office for reimbursement in keeping with AR. 14, G, 2, (d), on page 20 of the master agreement.
5. Upon completion of professional learning, the staff member must submit proof of completion to the Superintendent's office to confirm same. Please note:
 - a. For course work a transcript and grade of "B" or better is required;
 - b. For workshops and conferences, an agenda and certificate of completion are required.
6. In the event no confirmation of satisfactory completion is received there will be no reimbursement.