

WOODLAND HILLS SCHOOL DISTRICT

PRE-APPROVAL FOR TUITION REIMBURSEMENT SUPPORT STAFF

All requests must directly relate to the employee's current position.

- If the credits are less expensive, the District shall pay the lower fee. Requirements for credit reimbursement at an approved school for Higher Learning:
- Credit reimbursement will be \$150/credit (Undergraduate)
- Credit reimbursement will be \$450/credit (Graduate)
- No more than 6 credits will be reimbursed during any calendar year.
- Educational credits requires a "B" or a "P" in a pass/fail course.

Submit this blue form to the Personnel Office prior to the beginning of any course.

Name: _____
Building: _____
Position: _____
Certification: _____

Date: _____

I request pre-approval of the following graduate course(s), which will be taken at

_____, beginning _____.

(University)

(Date)

Course No.

Title of Course

Number of Credits

.....
.....
.....

ATTACH A COPY OF THE COURSE DESCRIPTION

Briefly state your primary reason for taking the *COURSE* (s) listed above:

.....
.....

Please indicate the highest degree you presently hold: _____

PLEASE NOTE: Upon completion of the courses, contact the Personnel Office for a *Request for Tuition Reimbursement (pink form)* and return the completed pink form to the Personnel Office with a copy of your paid invoice and a grade report.

If an Employee separates from the District by dismissal, resignation or retirement before completing four years of service following completion of the course(s) for which tuition reimbursement was awarded, repayment shall be made to the District as follows:

If you terminate your employment within 1 year : 100% repayment to WHSD

If you terminate your employment within 2 years: 75% repayment to WHSD

If you terminate your employment within 3 years: 50% repayment to WHSD

If you terminate your employment within 4 years: 25% repayment to WHSD

*Furloughed employees are not subject to the repayment schedule.

(Please see Article XII, letter M of the WHESPA Collective Bargaining Agreement)

I agree to repayment, if required. Employee terminating employment must reimburse the District with a Cashier's check for Tuition reimbursement prior to finalization of employment.

Employee Signature

Date

Superintendent

Date