

1. Fill out and sign the following forms:
  - Pre-Approval for Advanced Study Form (in Forms box to the right)
  - The University Tuition form (020D) is no longer required.
  - Direct Deposit Authorization Form (in Forms box to the right)
2. Include the course description and tuition cost from the university.
3. If you are taking a Penn State University course (not PSU World Campus), you must also complete the “Intermediate Unit Course Request Form” (in Forms box to the right). The new CIU instructions are available in the Forms box to the right (“Intermediate Unit Instructions”). You **MUST** complete the appropriate steps before enrolling in a course to receive the PSU discount.
4. Turn the paperwork into Teresa Carlson.
5. Once the course is complete, submit a final grade report and a detailed receipt showing payment of tuition and fees.

**PLEASE NOTE:**

- **\*\*You will only be reimbursed for the cost of tuition\*\***
- **\*\*Tuition reimbursement paperwork must be submitted 2 weeks in advance of the start date of the course.\*\***
- **\*\*Prior approval by the Superintendent must be obtained before the start date of the class or you will not receive reimbursement for the class.\*\***

**Masters/Doctoral programs:**

Prior approval must be granted by the Superintendent before you can enter into a Masters/Doctoral program. You must fill out the Masters/Doctoral Program Study Application form (“Pre-Approval for Masters” Form to the right - PDF or Word DOC version), and submit it to Teresa Carlson before you register for any graduate courses. You will then be notified when you have been approved to start taking courses as part of your program.

**Reimbursement Dates:**

- October (September 20 deadline)
- January (December 20 deadline)
- April (March 20 deadline)
- July (June 20 deadline)

**See your contract for complete details on the reimbursement procedure.**

**Salary Advancement:**

Summer courses must be completed prior to the first teacher’s day back in order to be counted for salary advancement.

Salary advancement will be voted on annually at the November board meeting. Payment will start in mid to late November. All salary increases will be retroactive to the beginning of the school year.