

PENNRIDGE SCHOOL DISTRICT

COURSE APPROVAL REQUEST FORM

(A separate application must be completed for each course taken.)

See Reverse Side for Directions/Criteria & Reimbursement rates.



Last Name First name Current Position Building Date Submitted

1. Highest Degree Earned to Date: _____ Credits Earned to Date: _____ Hire Date: _____

2. _____
Course Number Course Title # of Credits College/University Date Class Begins Date Class Ends

3. Your Cost per Credit: _____ Type of Credit: Graduate Other (must have prior permission of Superintendent)

	Yes	No	
4. Is this course part of an established program for an advanced degree or professional certificate that has been approved by the Superintendent? <i>(If not, a course description must be submitted with this form.)</i>			_____ Approval Date
5. If this course is not part of an approved program for an advanced degree or a professional certificate, is your course through one of the approved institutions, as listed in the CBA? <i>(If not, a Program Approval form must be submitted to the Superintendent.)</i>			
6. Are you receiving tuition or other assistance from the G.I. Bill, N.S.F., or any other government or educational agency for these courses?			_____ Amt. per credit
7. Specifically, how will this course benefit you and Pennridge School District?			

By signing here I understand that upon my resignation from the district, receipt of any reimbursement within the previous 12 month of employment is reimbursable to the district.

X _____

Approved Denied Director of Human Resources Date Comments:

OFFICE USE ONLY BELOW THIS LINE:

Date Approval Processed: _____
Update Database: _____
Update Summary Sheet: _____
Copy Sent to Staff Member: _____
Initials of Processor: _____

Reimbursement Info: (12 Credit Max per School Year) **School Year:** _____
This course approval request represents:
 1st of (12) credits Reimburse @ \$540 for courses < \$540
 2nd of (12) credits Reimburse @ Cost/Cost less than above
 3rd of (12) credits *(see reverse for reimbursement guidelines)*
 4th of (12) credits

 Met maximum of (6) credits during **September 1st –April 30th**.
 Met Maximum of (12) credits during school year **Sept 1st – August 31st**.

 No reimbursement with this course.

Reimbursement Processing:
Date Grade/Transcript Received: _____ Grade Achieved: _____
Payment Approved by: _____
Amount Approved for Reimbursement: _____
Receipt Received: _____ Date to be Paid: _____
Updated Database: _____ Updated Summary Sheet: _____
Copy Sent to AP: _____ Copy Sent to Staff Member: _____

Course Approval & Reimbursement Information

1. Full-time employees and part-time employees shall be reimbursed for up to \$180 per credit for up to 12 credits per year for course of study provided. The course of study must be pre-approved by the Superintendent or his/her designee.
2. A grade of B or better or a grade of satisfactory or pass in instances when a letter grade is not awarded must be met.
3. Course approval shall not be given to employees who are on a Performance Improvement Plan, “Failing” or “Unsatisfactory” as an overall rating on his/her most recent performance evaluation. Exceptions will be made where, at the discretion of the Superintendent or his/her designee, the course for which reimbursement is requested is directly related to an area in which a “needs improvement” or “failing” rating was received.
4. Courses may be pursued in a state accredited college, university, technical or other school approved by the district.
5. Course approvals received in the Human Resources Department less than two (2) weeks before the first-class meeting will not be approved for
6. reimbursement.
7. No reimbursement shall be made when tuition is paid under government educational assistance, university assistance, or other grants available to an employee.
8. Employees shall be eligible for course reimbursement after completion of at least one (1) year of employment in the District.
9. Furthermore, credit reimbursement shall also apply to full-time and part-time employees for courses pursued that result in a professional certificate that is directly related to the employee’s position within the District. The Superintendent or his/her designee will determine on a case by case basis if a course pursued for a professional certificate qualifies for credit reimbursement.
10. Employees who receive credit reimbursement and/or are compensated for a CDL license and training, are expected to remain in the service of the district for one full school year following receipt of any such reimbursement or compensation. If the employee fails to satisfy this requirement, the employee shall be required to re-pay the District all amounts for any courses reimbursed or compensation received in the final 12 months of employment unless; (a) the employee is unable to work for the District due to a furlough or permanent disability; (b) this requirement is waived by the Board of School Directors in its sole and exclusive discretion. No waiver shall be granted under subparts (a) of this paragraph if the employee is discharged for cause.