

**RSU No. 5 DURHAM - FREEPORT - POWNAL
EDUCATOR CBA - PROFESSIONAL COURSE
REQUEST**

Name: _____ Date: _____

RSU5 Grade/Subject Assignment: _____ FHS FMS MLS MSS DCS PES

I hereby request the following courses for pre-payment purposes which I plan to take during the school year: _____

Are you enrolled in a Matriculated Program? Yes No

Name of Diploma/Degree: _____ Major Field of Study: _____

School/ University Name	Course #	Course Title	Begin Date (mm/yy)	End Date (mm/yy)	No. of Credits	Cost per Credit*	Online/ In-Person/ Combined

Total Credits: _____

- Pre-payment will be paid at the current USM rate with proof of registration.
- Compensation will only be provided for pre-approved courses
- Fees not included
- Per your contract, the Board agrees to pay for educators matriculated in a degree program for up to 12 graduate credit hours per year towards that degree. Otherwise, the educators shall be paid up to 6 graduate credit hours per year.
- Part time educators credit eligibility will be prorated in accordance with Article 14. C of the CEA Educator CBA.

Transcript must be sent to HR within 60 days of completion of your class. I hereby authorize RSU5 to deduct from my pay, in accordance with Article 14. C. of the CEA Educator CBA, to reimburse RSU5 if I obtain less than a B.

(Employee's Signature) (Supervisor's Signature)

PLEASE SUBMIT TO CENTRAL OFFICE BY FEBRUARY 1st

Approved: _____
(Superintendent's Signature)