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 / ☐ reimbursement which I plan to take during 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 / reimbursement 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)

Revised: 6/2024ar