

PROCEDURES

PRE-APPROVAL FOR COURSE CREDITS

The employee must complete a Pre-Approval for Credits form and submit the completed form to the Director of Special Education or to the Superintendent of Vocational Education for approval PRIOR to taking the course.

The Pre-Approval form will then be processed as follows:

The course information will be checked against the employee's Reimbursement Register to ascertain if the employee is within the credit limit for the contract year and that the requested course follows the contracted guidelines. Credits must be work related and within classification to benefit the IU, including the employee's field of specialization or for recertification purposes. The requirements for the completion of six specific credit hours in the areas of Inclusive Classrooms and/or Standards Aligned Systems (SAS) are also included.

The course information will also be checked against the Leave of Absences Running Record to determine if the employee will be working when the course is scheduled, as employees on UNPAID leave do not qualify.

The course information will be entered into the employee's Reimbursement Register, printed and attached to the Pre-Approval for Credits form and forwarded to the Director of Special Education or to the Superintendent of Vocational Education for review.

If approved, the employee will receive a copy of the signed form. This copy should be attached to the Reimbursement for Credits form at the completion of the course. (The *original* signed copy of the Pre-Approval is maintained in the office.)

If denied, the employee will be called to explain why the request is denied.

- NOTE:** Employees may not bank credits for reimbursement for the following contract year. Employees Pre-Approved credits will count for the school year they are approved, not when they are reimbursed.
- Employees will be reimbursed for classes taken when they are on LEAVE WITH PAY, (When using all accumulated sick leave for the entire absence and having all benefits.)
- Employees will not be reimbursed for classes taken when they are on UNPAID leave. (Employees may still take the class but they are responsible for all payments.)
- Employees will get pro-rated reimbursement for classes taken when they are on a combination leave of LEAVE WITH PAY and UNPAID LEAVE.
- Employees will not be granted Pre-Approval for classes if name is on a FURLOUGH list. Employees may get reimbursed for classes if name is on a FURLOUGH list for previously approved courses.
- IU will not pay sales tax or shipping and handling fees for books, except Comp/Doctorate.

Tuition Deferral

Deferments only defer the payment of tuition from the time of registration to the time of completion of the course. The employee must pay the tuition before the Intermediate Unit will reimbursement the employee pending proper documentation. Tuition deferral is between the employee and the college.

REIMBURSEMENT FOR COURSE CREDITS

The employee must complete a Reimbursement for Credits form and submit all pertinent paperwork* to the Director of Special Education or to the Superintendent of Vocational Education for approval AFTER completing of the course.

*The paperwork includes:

- Reimbursement for Credits Form
- Pre-Approval for Credits Form (Signed Copy)
- Itemized Statement from University indicating cost of Tuition
- Proof of Payment Statement noting Tuition PAID or Balance "0"
- Credit Card Statement or Cancelled Check may be included with the Proof of Payment Statement.
- Itemized Book Bill and Proof of Payment or Signature of Professor on Form Grade Report

The Reimbursement form will then be processed as follows:

All paperwork will be reviewed and calculated in accordance with the contract. The approved Reimbursement will be forwarded to the Business Office and submitted to the Board. (The approval of payment will be entered into the employee's Reimbursement Register.)

Reimbursement paperwork should be submitted no later than 10 days prior to the next scheduled Board Meeting. If the Business Office has already closed out for the month, reimbursement will take place at the following Board Meeting.