

**Professional Staff Continuing Education
Application & Acknowledgement of Employee Responsibilities**

Complete this application by the following dates and submit the application to the Superintendent.

Application Submission Deadline	Semester Starting Program
March 1	Summer (May/June)
July 1	Fall (August)
November 1	Spring (January)

Name: _____

Current Assignment: _____ Location: _____

Hire Date in the District (month/year): _____

Desired College/University: _____ Acceptance Date: _____

Number of Credits for Degree: _____ Anticipated Completion (month/year): _____

Check the major/area of concentration for the master's degree program.

- General Education Special Education
- Reading Specialist Linguistically and Culturally Diverse (ESL)
- School Counseling Administration/Curriculum
- Subject area in area of certification Subject: _____
- Other: _____

Will you be eligible for an additional license in the State of Colorado after completing this master's degree program?

- Yes License: _____
- No

I have read the district policy GCIE and am fully aware of all financial and reporting responsibilities. I agree that if I voluntarily resign from employment with the District either prior to completing the course(s) or program or within five (5) years from completing the course(s) or program, I shall reimburse the District for the total tuition it paid on my behalf as provided by district policy GCIE. In that event, I agree that the amount I owe pursuant to district policy GCIE shall be withdrawn from my final paycheck. If the amount owed to the District exceeds the amount withdrawn, I agree that I shall be responsible for reimbursing the District for the remaining amount owed within sixty (60) days following the effective date of my resignation. For amounts not paid pursuant to these terms, I agree that I shall be responsible for the District's costs of collection, including attorney's fees, and interest at the rate of 8% per year, compounded annually.

Employee Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____

Issued: August 14, 2012
Revised: September 10, 2013
Revised: April 17, 2018
Revised: January 22, 2019
Re-issued: June 18, 2024