FERNDALE AREA SCHOOL DISTRICT
Tuition Reimbursement Pre-Approval for Professional Employees

Ferndale Area School District will provide tuition reimbursement for professional employees who meet the pre-approval process. The District shall pay up to Five Hundred ($500) Dollars per credit hour up to a maximum of twelve (12) credit hours per year to any professional employee for graduate courses or other courses in the field of education as it applies to the District's curriculum, including administration. However, in the event that the cost per credit hour is less than the reimbursement the District shall pay the actual cost. In order to be eligible for reimbursement, the course must be pre-approved by the Superintendent, a grade of "B" or better is required, verification of grade and proof of payment accompanied by an "Official" transcript from the accredited college and/or university must be submitted to the District Office prior to any reimbursement being made to the employee.

In the event a professional employee leaves the District for other employment within four (4) years of attaining credits for which he/she was reimbursed, the following obligations shall be applied:

i. An employee who leaves the District within one (1) year from the date the college or university issues their grade shall owe the District 100% of the amount of reimbursement paid by the District.
ii. An employee who leaves the District within two (2) years from the date the college or university issues their grade shall owe the District 75% of the amount of reimbursement paid by the District.
iii. An employee who leaves the District within three (3) years from the date the college or university issues their grade shall owe the District 50% of the amount of reimbursement paid by the District.
iv. An employee who leaves the District within four (4) years from the date the college or university issues their grade shall owe the District 25% of the amount of reimbursement paid by the District.

Name: _____

Area of Study Being Pursued: _____

Name of Class(es) Requested: _____
(Include # credits each class)

_____

Semester/Year: _____

Course Provider: _____

Tuition Cost: _____ Total # Credits: _____

_____ Provide written explanation for pursing this field of study.
(Date)

Submit all information to the Superintendent along with copy of tuition bill/registration confirmation. You will be contacted to participate in a pre-approval meeting with the Superintendent.

_____ Pre-Approval Meeting with Superintendent. _____
(Date)

_____

_____

Superintendent Review: _____ Approved _____ Disapproved _____
(Date)

Superintendent Signature: _____

Business Manager Review: _____ Approved _____ Disapproved _____
(Date)

Business Manager Signature: _____