

APPENDIX D – COURSE APPROVAL APPLICATION FOR GRADUATE TUITION REIMBURSEMENT

NAME: _____

ASSIGNED TO: _____

| | | |
|----------|----------|-----------------------|
| Building | Position | Area of Certification |
|----------|----------|-----------------------|

DATE: _____

| NUMBER AND NAME OF COURSE | COURSE WORK APPROVAL COLLEGE OR UNIVERSITY | NUMBER OF HOURS SEMESTER / QUARTER |
|---------------------------|--|------------------------------------|
| | | |
| | | |
| | | |
| | | |

Any changes in course title, as long as they meet the criteria (see back) need not be approved by the Superintendent. No hours above the maximum hours will be approved.

I have read the above and fully understand the rules.

| | |
|---------|------|
| Teacher | Date |
|---------|------|

- | | | |
|--|---|--|
| <input type="checkbox"/> First Request | <input type="checkbox"/> Second Request | <input type="checkbox"/> Third Request |
|--|---|--|

The above courses/hours are: Approved for Reimbursement
 Not approved,

Reason for denial:

Superintendent: _____ Date: _____

(For Office Use Only)

Transcripts and receipt on file _____ Submit for Payment _____
Date Date

Approved for Payment _____
Superintendent Date

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ARTICLE VI – FRINGE BENEFITS

6.03 COLLEGE REIMBURSEMENT

The Ripley Union Lewis Huntington Board of Education agrees to budget funds to aid teachers in obtaining additional college training in an approved crediting college. The amount to be budgeted shall be Fifteen Thousand Dollars (\$15,000).

6.031 APPROVAL:

The course(s) taken shall be approved by the Superintendent prior to the start of the course (See appendix D). Courses taken must be in an approved program leading toward a degree or certification program and/or appropriate to his/her teaching position.

6.032 PAYMENT REQUIREMENTS:

The transcript and receipt of payment for additional hours must be in the hands of the Superintendent by the 30th of September to receive payment through the Treasurer's Office in November. The teacher must be under contract with the Ripley Union Lewis Huntington Local Schools at the time of the payment.

6.033 REIMBURSEMENT SCHEDULE:

The total hours for reimbursement by bargaining unit members shall be divided into the total amount of funding available per Article 6.03. This amount shall be the maximum reimbursed to each bargaining unit member per quarter hour. In the interest of fairness to all, each teacher is limited to reimbursement for a maximum of six (6) semester hours in one year (September through August).