

Staff Development Pre-Approval Form Tuition Reimbursement Request

Name _____ Building _____

**Per the State of Michigan, your first 18 credits earned beyond a Bachelor's degree are not subject to tuition reimbursement.*

College or university where credits will be earned:

Name: _____ Location: _____

Date Course Begins	Date to be Completed	Course Number	Course Title and Short Description	Graduate or Undergraduate	Number of Semester hr credits

State briefly how the courses listed above are related to your assignment, are aligned with District instructional goals, and how they will enhance your instructional effectiveness or are part of your Master's program:

I am requesting tuition reimbursement @ \$100 per semester hour per the current CEA contract, totaling \$ _____.

Important:

1. The request for approval of courses must be submitted to the Director of Curriculum and Instruction through your Principal at least **ten working days prior to registration** for the courses, unless it is taken as part of a Masters Degree program.
2. Approval or disapproval of courses will be based on Article V, Sections A & B.
3. **To receive reimbursement**, submit proof of satisfactory completion (**official** transcript indicating a grade of a B or above, and receipt of payment) to the Curriculum Office by either October 15th or April 1st **immediately** ensuing completion of the course for which tuition reimbursement has been approved.

Teacher Signature _____ Principal Signature _____ Date _____

COURSE ENROLLMENT APPROVAL _____ DISAPPROVAL _____

Signed _____ Date _____
Director of Curriculum and Instruction

Comments:

Course(s) completed, official transcript(s) submitted to the Office of Curriculum and Instruction, and submitted to the Account Payable for a reimbursement check.

Date _____ Signed _____
Director of Curriculum and Instruction

Process for Staff Development Request and Tuition Reimbursement

Note: The guidelines for Tuition Reimbursement are outlined in Article V of the CEA contract.

1. The teacher completes the Staff Development Form with the details of the course they wish to take.
2. Please remember to attach a copy of the syllabus or course description for the class you wish to take.
3. Particular attention should be paid to the question “State briefly how the course(s) listed above relates to your assignment, are aligned with District instructional goals, will enhance your instructional effectiveness, and/or are part of your Master’s program.” This information is strongly considered in the approval process.
4. Submit the completed form for your Principal immediately to ensure it will reach the office of the Director of Curriculum at least ten working days prior to registration.
5. Principal will forward requests that they approve to the Director of Curriculum.
6. When all signatures have been obtained, an electronic copy of the signed request will be sent to the originating teacher. The original form will be filed in the Curriculum Office.
7. The teacher pays the scheduled fees associated with the course they have enrolled in.
8. Upon successful course completion, the teacher immediately submits the **official transcripts** to the Curriculum Office showing a grade of a B or higher.
9. The Curriculum Office confirms receipt of transcripts and send the teacher a copy of the completed forms and transcripts.
10. The Curriculum Office forwards the request to Accounts Payable for a reimbursement check to the teacher up to \$100 per credit hour and sends the completed Tuition Reimbursement Request to the teacher for their records.
11. Accounts Payable processes the reimbursement and a check is issued to the teacher.
12. The teacher will receive their reimbursement check through interoffice mail.