

# 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:

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I am requesting tuition reimbursement @ \$75 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 15<sup>th</sup> or April 1<sup>st</sup> immediately ensuing completion of the course for which tuition reimbursement has been approved.

Teacher \_\_\_\_\_ Principal \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_

Director of Curriculum and Instruction

COURSE ENROLLMENT APPROVAL \_\_\_\_\_ DISAPPROVAL \_\_\_\_\_

Comments:

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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

## **Tuition Reimbursement Request**

The guidelines for Tuition Reimbursement are outlined in Article 5 of the CEA contract. This form should be completed before course registration if reimbursement is desired.

- The teacher completes the form with the details of the course they wish to take.
- Particular attention should be paid to the question "State briefly how the (course) is related to your assignment is aligned with the District Instructional goals, and how it will enhance your instructional effectiveness." The information filled in here is strongly considered in the approval process.
- Submit the completed form for your Principal's immediately to ensure it will reach the Director of Curriculum's Office at least ten working days prior to registration.
- Principal will forward requests that they support to the Director of Curriculum.
- When all signatures have been obtained, an electronic copy of the signed request will be sent to the originating teacher and their Principal. The original form will be filed in the Curriculum Office.
- The teacher pays the scheduled fees.
- Upon successful completion, the teacher immediately submits the official transcripts to the Curriculum Office showing a grade of a B or higher.
- The Curriculum Office forwards the request to Accounts Payable for a reimbursement check to the teacher up to \$75 for semester hour.