

TUITION REIMBURSEMENT PRE-APPROVAL

Name: _____ School: _____
Assignment: _____ FTE: _____

SPECIFIC UNDERTAKING

Title: _____ Course No.: _____

Semester & Dates: _____ No. of credits: _____

College/University: _____

Course Description:

- Is this a degree program that will result in a diploma? __ Yes __ No
- If Yes, what degree? _____
- If No, is it part of a pre-approved graduate program that is on file and has received approval from the Central Office? __ Yes __ No
- Will the program add a new endorsement for your Professional Certificate?
__ Yes __ No
- If so, what endorsement? _____

REIMBURSEMENT: (Exclusive of registration and all other fees.)

Cost Per Credit: \$ _____ Total Tuition Expense: \$ _____

The Board reimburses for no more than two courses per school year not to exceed eight credits. Any teacher whose course is approved shall submit evidence of the costs of tuition and the Board shall, if all conditions are met, reimburse the teacher 75% of such agreed upon costs.

Reimbursement will be processed upon receipt of the grade report and proof of payment. The teacher must receive at least a "B" grade for the entire course. Transcript must be provided. Grades to be submitted within three weeks after a semester ends but no later than the close of the fiscal year in which credits were earned. It is the teacher's responsibility to file within the appropriate fiscal year.

Teacher Signature

Date

APPROVAL (Refer to Contract Language on back of this form for further explanation.)

Director of Finance and Operations

\$ _____
Amount Approved

TUITION REIMBURSEMENT FOR TEACHERS

Teachers who meet the following conditions shall receive partial reimbursement for the cost of tuition incurred in taking college level courses:

1. The course work must be over and above any work required to achieve or maintain provisional, standard or other certification required by state or federal law or regulation of the Connecticut Department of Education;
2. The courses must concern educational or subject areas identified and published to the staff by June 1 by the Superintendent;
3. The particular courses must be approved by the Superintendent in advance. The Superintendent's decision is final and not subject to the grievance procedure;
4. The teacher must receive at least a "B" grade for the entire course from a regionally accredited college or university for college level course work. A transcript or other official record of such grade must be provided;
5. Upon the approval by the Superintendent of all requests for reimbursement, said requests shall be subject to a lottery, until all available funds are allotted. Staff will be advised of the approval of the reimbursement prior to their taking the course.
6. Prior to each school year the Superintendent and the Board, in their sole discretion, shall designate how much money will be available to the staff for course reimbursement. A deadline for applications shall be set;
7. Any teacher whose course is approved shall submit evidence of the costs of tuition and the Board shall, if all conditions are met, reimburse the teacher 75% of such agreed upon costs;
8. No teacher shall receive reimbursement for more than two courses in any school year not to exceed 8 credits per year unless, after the deadline has passed, and after all applications have been approved or disapproved, the amount of funds designated for that year have not been exhausted. Teachers intending to seek reimbursement for more than one course should apply for all courses at the same time, in order of preference.
9. In no case shall reimbursement exceed 80% of the cost of the tuition for the first course and 50% of the tuition for the second course, based upon UCONN's tuition rates.