REQUEST FOR 50% ADVANCED CREDIT PAYMENT

Name Date

Building

Total Credit Cost

PLEASE NOTE: The district reimburses the tuition amount only. Fees charged by the college/

university should not be included for credit reimbursement.

Amount of Payment Requested (50%)

College or University Attending

Course Title or Description

Date Course Will Be Completed

PLEASE NOTE:

 Attach verification of your registration to this form.

Requests for credit payment must go through the Board approval process. Therefore, please make sure your request is submitted two weeks prior to a regularly scheduled Board meeting.

The following is an excerpt from the Collective Bargaining Agreement, Article XV, Section A, No. 8:

The Board will pay fifty percent (50%) of the per credit hour costs upon verification of such registration. In the event the teacher fails to complete the course or does not receive credit or does not return to employment in the school district, the teacher agrees to repay the Board the fifty percent (50%) advanced payment within a thirty (30) day period following the scheduled date for the class to end.

Approved by: , Principal Date

 , Superintendent Date

02/2015