

**Western Wayne School District
Request for Course Approval (if requesting tuition reimbursement)**

Professional Employee's Name: _____

Home Address: _____

Teaching Assignment: _____

Name of College/University offering course(s): _____

of credits: _____ Course Title/No.: _____
(attach course description)

Date course begins: _____ Date course ends: _____

Cost/credit: _____ Total reimbursement: _____ Defer Payment:

- If an approved course is cancelled, alternate courses may be approved by the superintendent before the start date of the course.
- Approval of courses will be governed by the terms and conditions of the Professional Employees' Collective Bargaining Agreement as listed below.

From Article XXXVIII: Reimbursement for College Credits p. 26

- a) Credits must be earned after permanent [level II] certification has been issued to the professional employee.
- b) The credits must be earned for a course pertaining to the professional employee's teaching subject area, general education courses, and/or area(s) of certification.
- c) A grade report of the credits taken must be sent to the district office by the college or university involved. An official transcript must be provided prior to any column advancement on the salary schedule.
- d) A satisfactory grade of "B" or better must be earned in the course.
- e) The professional employee shall furnish the district office with a receipt indicating payment of the fees to be reimbursed and shall be paid within a thirty (30) day period in a lump sum after receipt of transcript.
- f) The professional employee must teach one (1) year after being reimbursed for credits or must agree to reimburse the district for any such payment upon resignation.
- g) The Board is not responsible for cost of credits earned where the teacher has been or will be reimbursed or paid by any other program.
- h) Reimbursement shall be limited to nine (9) credits per year.
- i) Approval to take any course requiring reimbursement by the district must be submitted to the Board in writing prior to starting the course. Alternate courses may be submitted.
- j) Reimbursement will be limited to tuition costs only.

Not approved: _____
(reason below) Superintendent's signature & date

Approved: _____
Superintendent's signature & date