

## Request for Approval of Graduate Course

**Check one:**  Tuition Reimbursement & Column Movement     Column Movement Only

Name: \_\_\_\_\_ Empl. #: \_\_\_\_\_

Building: \_\_\_\_\_ Date: \_\_\_\_\_

Current Educational Level: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course #: \_\_\_\_\_

College/University: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**\* End date determines tuition year – tuition year is July 1 to June 30.**

Is this a Video/Online/Self Study course?    Yes\* \_\_\_\_\_    No \_\_\_\_\_

\* End date for Video/Online/Self Study courses must be no later than one year from start date.

Estimated Tuition Cost \$: \_\_\_\_\_ (# \_\_\_\_\_ of credits x \$ \_\_\_\_\_ per credit)

*This is an estimate only. Actual reimbursement will be per district policy, for tuition only (no fees or materials), based upon the Tuition Reimbursement Receipt Detail Form submitted at the conclusion of the course. Effective 7/1/14 reimbursement will be limited to \$3,000.00 to attain a first Master's Degree and up to an annual maximum of \$1,500.00 for courses taken for credits up to a Master's +30 in a second Master's program or an approved certificate program per full-time professional employee per tuition year, determined by course end date. Part-time employees will be limited to an amount equal to \$3,000.00 x their percent full-time (\$1,500.00 for 50% part-time, \$1,800.00 for 60% part-time, \$2,100.00 for 70% part-time).*

### **Tuition Reimbursement Process:**

Prior to the Course: Submit this form to your Building Principal and then to the Chief Human Resources Officer for approval. Approval must be obtained prior to the Course Start date. Please attach a course description including the tuition (only) cost from your college/university when submitting this form for approval. The Human Resources Department will retain the original request for approval of graduate course form and will return a copy of the signed form to you for your records. No other documents are required until you have completed the course.

**At the Conclusion of the Course submit the following to the Human Resources Department: An official grade report, a detailed receipt of payment from the college/university and the Tuition Reimbursement Detail form (this form is mandatory).** These forms must be submitted together. Forms or grades from the college/university must be sent directly to you, not the Human Resources Department. Please make a copy of all materials submitted for your records. Reimbursement requests must be submitted within ninety (90) days following the end date of the course.

Individual reimbursements will be processed throughout the school year. Requests submitted and processed during the summer months will be paid in early September (by September 15<sup>th</sup>). Reimbursements are subject to IRS regulations and may result in taxable income to the employee.

Column Movement: Completion of this course will prompt column movement as follows (*please circle*):

B to B+15    B+15 to Meq    B+15 to M    M to M+15    M+15 to M+30    M+30 to M+45

Effective as of the 14<sup>th</sup> pay of the 2017-2018 school year, Bargaining Unit Employees will be eligible for column and step movement, provided all deadlines for column movement paperwork have been met. Please refer to Article I of the Collective Bargaining Agreement for further information.

### **Signatures and Approvals:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Building Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Chief H.R. Officer: \_\_\_\_\_ Date: \_\_\_\_\_