## ERIE'S PUBLIC SCHOOLS REQUEST FOR COURSE REIMBURSEMENT

## NAME: CURRENT LOCATION: DATE:

Course Name	# of Credits	Date Complete

- Reimbursement shall be at the rate of the cost of a graduate or under-graduate credit (as applicable) as established by Pennsylvania Western University at Edinboro, or the actual cost to the employee, whichever is less.
- Reimbursement shall be available to bargaining unit employees on a first-come, first-serve basis as determined by the date on which they submit a request for approval for an upcoming course (dependent on available funds).
- The maximum number of credits for which an individual bargaining unit member may seek reimbursement in a given year shall be capped at nine (9) and not to exceed 36 credits for any individual employee.
- Courses taken must have prior approval by the superintendent or designee. No reimbursement will be made without such prior approval.
- The employee must provide documentation of payment for and satisfactory completion of all prior approved courses. For purposes of earning reimbursement, satisfactory completion means earning a grade of "C" or better or a satisfactory in ungraded courses.
- It is agreed that teachers taking graduate courses will remain with the District for two (2) full years after the completion date of the most recent course(s). Individuals who choose to leave prior to two (2) years will be required to reimburse the District in full for the cost of the course(s). Cost for the course(s) can be deducted from the teacher's payroll check.
  - I have attached proof of successful completion (final grades/certificate or letter of successful completion).

I have attached proof of payment (itemized statement of charges including fees/tuition/account credits).

Signature:	Date:	
<u>District Approval – do not write below this li</u>	ine	
Approved; Amount of Reimbursement:		# of credits:
Denied Denial Reason:		
Approval Signature	Date:	