

REIMBURSEMENT/SALARY MOVEMENT REQUEST FOR ADVANCED HOURS

According to Section 5.5 of the contract between the Abingdon-Avon Board of Education and the Abingdon-Avon Teachers Association effective July 1st, 2013, the District will provide a total reimbursement amount of \$20,000 per year for District Teachers for college reimbursement. In order to share in the reimbursement, the following conditions must be met:

- 5.1 The teacher must apply for and receive written approval for the graduate credit hours from the Superintendent, or his/her designee, prior to the first class meeting for each requested class;
- 5.2 The course shall be a graduate level course at an accredited college in a concentration related to the teacher's present assignment, school counsel, or educational leadership;
- 5.3 Complete the course with a grade B or better; and
- 5.4 Provide written proof of such completion no later than May 31 of the year in which reimbursement is sought.
- 5.5 Reimbursement must be applied for within six (6) months of completion of coursework or shall be waived. In no event shall any employee receive more reimbursement than the total amount of actually paid tuition.
- 5.6 If the District requires an employee to complete courses for licensure endorsement of any type, the District assumes 100% cost of tuition, books, mileage, and other fees associated with the courses required.
- 5.7 In order to move lanes on the salary schedule prior to the school year, transcripts must be turned in to the District by August 15. A teacher wishing to move lanes on the salary schedule between semesters in the same school year shall notify the Superintendent in writing prior to September 15 of the semester prior to such movement, and shall submit transcripts and/or final grade reports to the Superintendent not later than two days prior to the first day of Winter Break.

To Request reimbursement under the section, please provide the following information. The District Office will also need an official transcript showing the successful completion of the coursework and proof of payment to University.

COURSE TITLE AND NUMBER: _____

UNIVERSITY: _____

NUMBER OF SEMESTER HOURS: _____

CURRENT YEAR OF TEACHING AND LANE PLACEMENT: _____

NEW LANE PLACEMENT: _____

TEACHER'S SIGNATURE: _____

DATE: _____

SUPERINTENDENT'S SIGNATURE: _____

DATE: _____