

BANGOR TOWNSHIP SCHOOLS

Preapproval Form For Tuition Reimbursement/Salary Advancement

Employee Name: _____

Name of Course: _____

Name of Institution: _____

Course Description:

How is this course applicable to your position?

Official Start Date of Course: _____ Official End Date of Course: _____

Tuition Fee (Do not include registration fee, late fees, etc.): _____

Course Credits: _____

The Board agrees to reimburse each BTEA member for up to three (3) graduate credits biannually, up to a B.A. + 33 or a Master's Degree. Semester hours of credit beyond the B.A. must be in an approved graduate program. All courses receiving this reimbursement must be pre-approved.

____ I would like reimbursement for the class per contractual agreement.
(I understand that I must submit receipt and final grade/transcript prior to reimbursement)

Semester hours beyond the M.A. must be approved prior to registration for classes. Hours earned after must be directly related to the teacher's teaching responsibility, or major or minor field, in order to be included as part of the thirty-five (35) additional credits on Salary Schedule A.

____ I would like to use these credits for salary advancement.

Employee Signature

Human Resources Director Signature

Date

Date

Approved ____ Denied ____

Note that salary increments will not be granted unless the employee worked at least one hundred-twenty (120) regular contract days of the previous year in Bangor Township Schools. A mid-year increment will be granted to an employee who worked more than ninety (90) regular contract days the previous year. Advancements on the salary schedule shall become effective following completion of required academic or professional courses. Evidence for advancement must be presented to HR by September 15, or February 15, in order to be credited and paid during the current school year.