

LANSING SCHOOL DISTRICT 158
REQUEST FOR APPROVAL OF COLLEGE COURSES AND TUITION REIMBURSEMENT

Name _____ School _____

Per Section 5.2 of the Professional Negotiations Agreement for years 2017-2018 and 2018-2019, the total cost reimbursed will not exceed the tuition rate equal to the current cost of three 3-hour graduate courses (equivalent to 9 graduate credits) at Governors' State University per year. For years 2019-2020, 2020-2021, and 2021-2022, the total cost reimbursed will not exceed the tuition rate equal to the current cost of four 3-hour graduate courses (equivalent to 12 graduate credits).

Step 1 – Course Approval (Must be from an accredited University or College)

PRIOR TO TAKING THE COURSE, PLEASE FILL OUT THE TOP PORTION OF THIS FORM. ATTACH WITH THIS FORM DOCUMENTATION FROM THE UNIVERSITY OR COLLEGE VERIFYING THE NAME OF THE SCHOOL, COURSE NAME AND NUMBER, COURSE DESCRIPTION, NUMBER OF SEMESTER HOURS, AND THAT THE COURSE IS GRADUATE LEVEL.

	Name and Address University/College	Start Date	End Date	Course Number and Title	Credit Hours	Tuition per credit hour	Documentation Attached
1							
2							
3							
4							

YES, I will be seeking reimbursement **NO**, I will not be seeking reimbursement Current yr Previously reimbursed credits _____

Signature of Teacher _____ Date _____

Superintendent Approval _____ Date _____

Step 2 – Reimbursement

After Completion of Course:

ATTACH THE REQUIRED DOCUMENTS: TRANSCRIPT OF CREDITS OR GRADE CARD AND RECEIPT SHOWING PAYMENT OF TUITION. REIMBURSEMENT AND CREDIT AMOUNTS WILL BE APPLIED TO THE FISCAL YEAR BASED ON WHEN IT IS RECEIVED IN THE OFFICE. CUT OFF DATE IS 11:59PM ON JUNE 23.

Semester Hours	Tuition per credit hour	<u>To be filled out by District</u> Reimbursed amount per contract

Payment of tuition reimbursement for academic year 20__ to 20__.

Chief School Business Official Approval _____ Date _____