

## **REGIONAL SCHOOL UNIT 1** **COURSE APPROVAL FORM**

Please complete this form and submit to the Superintendent's office for the Superintendent's approval.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

SCHOOL \_\_\_\_\_ POSITION \_\_\_\_\_

| COURSE NO. | COURSE NAME | NO. OF CREDITS | EDUCATIONAL INSTITUTION | SEMESTER |
|------------|-------------|----------------|-------------------------|----------|
|            |             |                |                         |          |
|            |             |                |                         |          |

Please check off which payment method you prefer.

A certified full-time teacher shall be entitled to reimbursement at the **University of Maine graduate credit rate** for 2015-18: up to nine (9) graduate credit hours per contract year subject to the conditions stated in this article. Reimbursement for tuition and fees only will be made on a per credit hour basis once the teacher provides evidence of a successful completion of the course (a B- or better for courses in which grades are given), and a receipt of payment.

If requested, tuition costs (at the **University of Maine graduate credit rate**) will be paid by RSU1 at the time of enrollment. The teacher must present a detailed invoice showing tuition amounts and related fees from the college or university. Failure to provide evidence of successful completion of the course, as defined above, will result in the teacher reimbursing RSU 1, either in a single lump sum payment, or upon a schedule agreed to by the Superintendent, or by automatic withdrawal from the teacher's paycheck over ten (10) pay periods.

\*\*Please refer to page 8 of the contract for more specific information.

\_\_\_\_\_  
Principal/Director's Signature / Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Signature / Approval

\_\_\_\_\_  
Date