

# MIAMI EAST LOCAL SCHOOL DISTRICT

## APPLICATION FOR APPROVAL OF COLLEGE TUITION REIMBURSEMENT

I am requesting reimbursement for the following course(s) for hours that lead to an advanced degree or credit for individual improvement in the field of education. Course work must have been successfully completed between September of last year and August of this school year. I understand that I must complete this form and attach official transcript(s) for approval of the superintendent prior to September 30. Approved reimbursements will be made in November. For details, see page 13, item F, College Tuition Reimbursement, in the Master Agreement. **Submit only in the fall after courses have been completed.**

<u>COURSE NAME &amp; NUMBER</u>	<u>SEMESTER/QUARTER HOURS</u>	<u>TERM/YEAR</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<b><u>TOTAL SEMESTER/QUARTER HOURS</u></b> (Maximum 3 semester or 5 quarter hours)	<b><u>TOTAL FOR REIMBURSEMENT</u></b> (Maximum \$600.00)
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SEMESTER HOURS \_\_\_\_\_ X \$200.00/HR. = \$ \_\_\_\_\_

QUARTER HOURS \_\_\_\_\_ X \$120.00/HR. = \$ \_\_\_\_\_

\_\_\_\_\_  
CERTIFICATED STAFF MEMBER  
SIGNATURE

\_\_\_\_\_  
DATE REQUESTED

\_\_\_\_\_  
SUPERINTENDENT'S SIGNATURE

\_\_\_\_\_  
DATE APPROVED

cc: Personnel File  
Treasurer

Effective 7/2008