

UPPER DAUPHIN AREA SCHOOL DISTRICT
5668 STATE ROUTE 209, LYKENS PA 17048

APPLICATION FOR REIMBURSEMENT OF COLLEGE CREDITS

A "Professional Employee" who qualifies shall be reimbursed up to the Penn State, University Park "All Other Programs" rate effective for that semester per college graduate credit to a maximum of twelve (12) credits yearly, until the employee attains a Master's degree. Employees holding a Master's degree may take six (6) credits yearly. If the Employee pays less than the above amount, he will be reimbursed an amount equal to the cost per credit.

- PLEASE CHECK ALL BOXES (Check Boxes) THAT APPLY PRIOR TO APPROVAL

1. CRITERIA FOR PRE-APPROVAL

The Professional Employee shall be employed full-time in the UDASD at the time preapproval for taking the courses is given. Approval for tuition reimbursement and salary column change shall be granted only to employees taking courses

- For the purpose of retaining a professional certificate;
- For further preparation and improvement in his/her area(s) of certification or assigned teaching area;
- For attaining other appropriate and identifiable certifications or degrees upon the approval of and recommendation of the Superintendent;
- The preapproval of the Superintendent or his designee is required for tuition reimbursement before coursework commences. Tuition reimbursement will not be awarded if the employee fails to obtain preapproval.
- The signature of the Superintendent signifies that the application is complete.

The Professional Employee adheres to the following procedures:

- (1) the course to be taken has been preapproved;
- (2) the Professional Employee is not on leave of absence other than sabbatical leave for advanced study in his/her field of teaching, or at the discretion of the Superintendent; and
- (3) no more than six credits are taken at any given time during the 'School Year';
- (4) a limit of twelve (12) credits per fiscal year for employees who have not attained a Master's degree and six (6) credits for employees holding a Master's degree;
- (5) the Professional Employee has completed one full year teaching in the UDASD;
- (6) no reimbursement is provided when the education is subsidized by fellowship, grant or other financial assistance program.
- Pre-approval shall be granted prior to the first meeting of the course.
- The course is sponsored by a college, approved by the Pennsylvania Department of Education and is located within the Commonwealth of Pennsylvania, listed as an approved certificate and/or Act 48 provider, or otherwise approved by the Superintendent.
- The Superintendent has final approval authority for course work in all cases. The Superintendent may approve a professional employee to take more than twelve (12) credits in an academic year to be part of a cohort or otherwise meet requirements of a program of study.
- Requests for reimbursement and salary column change shall include:
 - ◇ The name of the institution to be attended;
 - ◇ The course titles and numbers;
 - ◇ The credit level of each course;
 - ◇ A copy of each course description from the college's course catalog or online course listing;
 - ◇ A description of how the course relates to the employee's professional responsibilities;
 - ◇ And how the course will enhance job skills and benefit the instructional program.
- Preapproved graduate level courses shall count toward Act 48 credit.
- Employees enrolled in an identified academic program as of July 1, 2014 will be grandfathered in and allowed to complete their program.

The courses to be taken must meet one of the following requirements:

- (1) the courses are in the field of certification in which the Professional Employee has been assigned,
- (2) the courses are usable to add another field of certification that would benefit the School District, or
- (3) the courses have been requested by the Superintendent on the basis that they would be of value to the Professional Employee in his current assignment.

- Pre-approval MUST be granted prior to the first meeting of the course.

NAME _____ SCHOOL _____

DATE OF APPLICATION _____ POSITION _____

WILL ATTEND _____ COLLEGE/UNIVERSITY _____

The above listed College/University must be approved by the PA Department of Education

Is this a Video Course? YES NO

Is this an on-line course? YES NO

BEGINNING DATE OF COURSE _____ ENDING DATE OF COURSE _____

THIS COURSE IS PART OF A GRADUATE PROGRAM? YES NO

GRADUATE PROGRAM NAME _____

NUMBER OF COMPLETED CREDITS IN THE PROGRAM _____

GRADUATE CREDITS COST PER CREDIT

COURSE NUMBER _____ TITLE _____

COURSE NUMBER _____ TITLE _____

Prepare an original and one copy and forward to the office of the Superintendent.
Original first copy will be returned to applicant. Second copy will be filed in the district office.

DATE _____ APPROVAL _____

SUPERINTENDENT

1. Please attach a copy of the course description from the college's course catalog or online course listing.
2. Describe how the course relates to the employee's professional responsibilities. (If additional space is needed, please attach a separate page)

3. Describe how the course will enhance the employee's job skills and benefit the instructional program. (If additional space is needed, please attach a separate page)

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2. REQUIREMENTS FOR REIMBURSEMENT

Reimbursement for courses taken shall be contingent upon and subject to the following conditions:

The Professional Employee can provide evidence of the following:

- (1) the request for preapproval was appropriately completed and signed by the Superintendent;
- (2) a transcript to become property of the district, is submitted showing a final grade of "B" or better in the course;
- (3) proof of payment for credit cost; and
- (4) shall repay the District the cost of the course as follows if they leave the district following completion of the course:
 - ◇ Repay 100% if the employee leaves within one (1) fiscal year of the completion of the course
 - ◇ Repay 75% if the employee leaves within one (1) to two (2) fiscal years of the completion of the course
 - ◇ Repay 50% if the employee leaves within two (2) to three (3) fiscal years of the completion of the course.
- Payment for credits shall not be paid to employees for clinics, seminars, conferences or in-service courses.
- Payment for credits shall not be considered a part of the Professional Employee's salary.
- Correspondence Courses and video coursework shall not be approved.

Educational Sabbatical

- While on a sabbatical leave, the school district will allow employees to take up to thirty-six (36) credits per year for reimbursement purposes.
- If after a sabbatical, the Employee does not return to the district for service, the Employee shall repay the reimbursement to the District as follows:
 - ◇ Repay 100% if the employee leaves within one (1) fiscal year of the completion of the course
 - ◇ Repay 75% if the employee leaves within one (1) to two (2) fiscal years of the completion of the course
 - ◇ Repay 50% if the employee leaves within two (2) to three (3) fiscal years of the completion of the course.
- If intent is to leave following a sabbatical, the sixty (60) day notice stands, and the District will hold the Employee to sixty (60) days.

Columnar Movement

Horizontal columnar movement for professional staff is limited to one column every two (2) years.

Deadline to Receive Paperwork for Reimbursement

Completed paperwork must be received by the last Friday of the month, reimbursement will occur after approval at the following board meeting. (The deadline to receive paperwork for the December reimbursement is November 15th.)

TUITION PAYMENT RECEIPT

NAME

DATE

COURSE TITLE

COURSE NUMBER

In the absence of an itemized payment receipt from the college, this form must be completed and turned in with an official transcript and proof of payment.

Proof of payment must include:

Tuition _____

Registration/Admission/General Fee _____

Activity Fee _____

Books/Supplies/Lab Fee _____

Late Fee _____

Miscellaneous _____

For Office Use Only:

Initials _____

Date _____