



Blackhawk School District

Administrative Employees Course Reimbursement Form

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All courses are subject to the approval of the superintendent prior to taking the course for reimbursement.
 The District will pay one hundred percent (100%) of the cost for tuition, fees, and books incurred by a member of the administrative team for up to twelve (12) post-baccalaureate credits beyond permanent certification per school year (Jul 1 – June 30). The District will reimburse the member one hundred percent (100%) of tuition for courses required by Act 178.

No more than 30 credits will be reimbursed for any individual unless a master's degree has been obtained.

Requests for reimbursement must be accompanied by verification of costs in the form of receipts for payments and grade reports or transcripts before reimbursement payment will be made. Payment will be made within 30 days after receipt of proper verification and after board approval.

Should the employee take more than 12 credits in one calendar year, reimbursement for additional credits will occur in consecutive years. A grade of "C" is required for reimbursement for any course except courses under special grading codes such as "Pass-Fail".

Name: _____ School Year (i.e. 2015-16): _____

Degree being Obtained: Master's Doctorate Course(s) required by Act 178 YES NO

Course Number	Course Title	# of credits	College/University	Beginning & ending course dates	Total cost of course (tuition, fees, books)

Pre-Approval by Superintendent _____ Pre-Approval Date: _____

Amount of payment requested: _____ Date Requested: _____

Employee Signature _____

District Office Use Only

Date submitted to Accounting: _____ Verification of Cost: Verification of Grade:

Amount of payment: _____ Credits to date this school yr including these courses: _____

Business Manager's Signature: _____