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**A, B or C** = 100% reimbursement

## KARNS CITY AREA SCHOOL DISTRICT

## APPROVAL REQUEST FORM TO ENROLL IN GRADUATE, UNDERGRADUATE & ELIGIBLE CREDIT COURSES

Reimbursement for the cost of graduate, undergraduate and Act 48 credits in the field of education will be made to the bargaining unit member based on the graduate course per credit cost. **Reimbursement** will be made for credits only. The tuition reimbursement is made on the following scale:

Nine (9) Credits Per Year

D or below = 0 reimbursement

To receive reimbursement, (a) the course(s) must be with classes from an accredited institution; (b) the course(s) must be approved by the Building Principal prior to enrollment; and (c) the bargaining unit member must submit documented proof of payment and evidence that the course(s) was satisfactorily completed. Reimbursement is for credits only (exclusive of all fees, materials, etc.) with the following provisions:

Pass/Fail courses will be at 100% reimbursement for a Grade of Pass and no reimbursement for Fail. Professional employees should complete and submit this form at least two weeks prior to course enrollment. Name of Employee: Bldg. Assignment: Certificate Held (check one): Instructional I Instructional II Subject(s) listed on certificate: Year Degree was awarded: Baccalaureate\_\_\_\_\_ Master's \_ Number of Credits already reimbursed for year indicated above: 0 3 6 (Circle One) Name of credit-granting institution I plan to attend: Title of course(s) in which I plan to enroll: (1) (2)\_\_\_\_\_(3)\_\_\_\_ I have read and understand this request form. Employee Signature Date I approve \_\_\_\_\_\_ do not approve \_\_\_\_\_ the above titled courses(s) as being eligible for reimbursement in accordance with the Collective Bargaining Agreement between KCASD and KCA Education Association. Building Principal's Signature Date Original - Employee