

## Professional Development Committee of the HASD

### TUITION REIMBURSEMENT PROCEDURE

#### For College Credit/IU Credit

1. Use this pre-approval form.
  - **This must be processed and approved before you take the course.**
  - We suggest that you copy and date all of your materials before submitting.
2. Submit form to Elana Clapper at Standing Stone or Tim Snare at the Middle School for proper documentation after obtaining administrator's signature.
  - The PD Committee will submit the form to Central Office for approval from Personnel and the Superintendent.
3. Be sure the course is offered from an accredited school or Intermediate Unit.
4. Credit Reimbursement:
  - A maximum of twelve credits per contract year (6 credits per college term).
  - For teachers with permanent certification credit reimbursement will be 100% of the Shippensburg rate for PA residents for both graduate and undergraduate credits. This amount will be adjusted each year to reflect the Shippensburg rate.
  - Teachers who do not have permanent certification will be reimbursed at 75% for the first 24 credits as outlined above.
  - Reimbursement will not exceed the cost of the course.
  - Any course with an open end date must be completed in one calendar year.
  - Course lasting more than one college semester will be credited to the semester in which you start for recording purposes
  - If the course is cancelled or you do not complete the course, please email Tim Snare.
5. Credits must meet the PDE Act 48 guidelines for an individual's area of certification or assignment or to earn additional certification or general teaching methodology practices.
6. Deductions will be taken in accordance with all federal, state and local laws.
7. Any employee that participates in the credit reimbursement program agrees to work in the district for a minimum of two (2) years after the completion of the course. Failure to complete two (2) full years of service will require that the employee refund the payment for the course(s) taken within the previous year.
8. Reimbursement occurs **AFTER** proof of completion of the course.
  - achieves a grade of "B" or better
  - "pass" if pass/fail only
  - receipt of payment
9. After completion of the course, submit receipt of tuition payment, proof of completion (defined in item 8), and a copy of the original (completed) pre-approval form to Central Office for reimbursement.

Questions?: Contact Elana Clapper or Tim Snare.

Professional Development Committee of the HASD  
**PRE-APPROVAL FORM**

Employee Name: \_\_\_\_\_  
Name of Course: \_\_\_\_\_  
# of credits: \_\_\_\_\_ Graduate Credit or Under Graduate Credit (circle one)  
Title of graduate program: \_\_\_\_\_ (attach program course requirements)  
Dates of Course: From \_\_\_\_\_ to \_\_\_\_\_  
College or Intermediate Unit: \_\_\_\_\_  
Description of Course: \_\_\_\_\_

**ALL SIGNATURES MUST BE OBTAINED BEFORE THE COURSE BEGINS.**

Reimbursement shall be as outlined in item 4 on page 1, AFTER proof of course completion is received with a grade of "B" or better.

This Course meets the PDE Act 48 guidelines for my area of certification or assignment.

_____ Date	_____ Employee Signature
_____ Date	_____ Administrator Signature
_____ Date	_____ PD Chair/Co-Chair Signature
_____ Date	Eligibility Verified (by) _____ Personnel Department Representative
_____ Date	_____ Superintendent Signature

**Note:** After all signatures are obtained, this form will be returned to you. It is YOUR responsibility to keep this form for future reimbursement.

Employee Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20\_\_\_\_  
(To be signed at time of reimbursement request)