

Appendix D



Pre-Approval for Tuition Reimbursement Cass School District 63

The Board of Education shall reimburse Teachers up to a maximum of fifteen (15) semester hours per year for pre-approved courses. The Teacher must earn a grade of B or better to receive reimbursement of \$300 per pre-approved credit hour, with reimbursement made after official transcripts and proof of tuition payment are received in the District office. Sections 8.4 and 8.5 of the current Collective Bargaining Agreement contain all requirements for the pre-approval of coursework, earning graduate credit, and reimbursement of tuition.

Teacher Name

Date of Pre-Approval Request

Course Title

Course Number

Semester Hours

Accredited College or University

Location of Course (City, Online, etc.)

Brief Course Description or Link

Level of Coursework (check one of the following):

- ☐ Undergraduate
- ☐ Graduate (not toward a masters degree)
- ☐ Graduate (toward a pre-approved masters degree program)
- ☐ Post-Graduate (for hours beyond a masters degree)

By submitting and signing this request, the Teacher understands and agrees to all language and provisions of Sections 8.4 and 8.5 of the current Collective Bargaining Agreement.

Teacher Signature

Date Submitted

Superintendent Signature

Date Approved

Office Use Only:

Documentation of Course Completion

Date Received