

Appendix G

REIMBURSEMENT
FOR COLLEGE TUITION

TURN IN **AFTER** COURSE IS COMPLETED, ALONG WITH A COPY OF GRADE

Name: _____ Amount Requested: _____

Course Name: _____ Credit Hours: _____

Course Description: _____

Name of Institution: _____ Semester/Year: _____

Requirement: Certification _____ Graduate Studies _____ Grade Received: _____

Milan C-2 faculty members are eligible to apply for assistance from the Professional Development Committee to help pay for the cost of taking college courses which will enhance the teacher's classroom instruction and professional development according to requirements for teacher certification.

Teachers must have previously requested reimbursement at a rate of **\$150 per credit hour up to a maximum of \$1000 per fiscal year** or college reimbursement **will be denied**. Fiscal year runs from July 1st to June 30th.

Teacher will be reimbursed after the Professional Development Committee receives documentation of a **passing or certified grade**.

The course (s) being taken **cannot** count toward Career Ladder.

Employee Signature Date: _____

PDC Treasurer Signature Date: _____