COURSE APPROVAL REQUEST IS REQUIRED FOR **ALL** COURSES FOR REIMBURSEMENT AND/OR MOVEMENT

Important Information: *Effective as of the 2021-2022 school year, Article XIII, Tuition Reimbursement for Advanced Studies, Paragraph B.5. shall be modified to:* *B.5. Teachers must remain employed by the Fairfield Board of Education a minimum of one (1) school year following course(s) completion in extenuating circumstances. In the event a teacher resigns from a position during the school year following the year in which a course(s) was reimbursed, the teacher will repay the Board the amount reimbursed for the course(s) in full within thirty (30) days of resignation.*	Date Received: Current Level: _____ (before this course)

Employee's Name: _____ Today's Date: _____

Position: _____ Hire Date: _____

Consult with Superintendent prior to registering for all courses.

College/University: _____ Course #: _____ # of Credits: _____

Course Title: _____

What is your current Degree and Credits: _____ Approx. Tuition Cost of Course: _____

Select all that apply: I am seeking tuition reimbursement ☐
I am seeking approval toward advancement on guide ☐
I am seeking approval of a course toward a Master's Degree ☐

This course runs from: _____ 20 _____ to _____ 20 _____

Brief description of this course: _____

Required signatures, ***prior*** to taking the course:

1. Employee's Signature: _____ Date: _____
2. Superintendent's Signature: _____ Date: _____
3. Board Approval: _____Date: _____

This course is approved for tuition reimbursement:	Approved ☐	Denied ☐
This course is approved toward advancement on guide:	Approved ☐	Denied ☐

Reimbursement: Prior approval must have been received**.** At the end of course, submit an official college receipt of payment and proof of a passing grade of 'B' or higher to the Superintendent's Office. Your reimbursement may not be for the entire cost of the course. It is dependent upon how many teachers request courses. Cost per credit is determined by adding all credits requested and dividing them into the "bank" to get a per credit amount to be reimbursed. When the course is completed, provide the grade report and proof of payment to Pat Iandolo and she will complete a requisition and send it to Zayra Garcia for processing. Reimbursement will only occur in January and June of each year.

Movement on Guide: Prior approval must have been received. Provide the Superintendent's Office with official transcripts, per contract, and a brief letter requesting movement on the guide (i.e., B.A. to B.A.+15).

FOR OFFICE USE ONLY:
Total Reimbursement of $_____ paid on _____. Degree and Credits after Course: _____