

RSU #4 Application for Course Reimbursement (Post Payment Reimbursement)



Course Reimbursement Process:

1. Complete the application for course reimbursement form
2. Submit the form to Central Office (Attention: Director of CAI) to get approval.
3. A copy of the form with the Superintendent's decision will be sent back to the employee once it has been reviewed
4. If approved and per your contract take the said course within the same budget year
5. Once you have completed the course:
 - a. Complete an Expense Reimbursement Form (you will need your principal's signature)
 - b. Submit the following forms attached:
 - ☐ Attach a copy of your receipt of payment for the course
 - ☐ Copy of this form signed by Superintendent
 - ☐ Copy of your grade transcript (Grade C or better)

**Please note: Taxes will not be reimbursed. Reimbursements will not be paid without supervisor approval, receipts, and a copy of the grade attained in the said course.*

**Course and form must be submitted in the same budget year as approval and follow the timelines outlined in the educator's CBA*

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Name: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_

| Course Name<br>& ID # | Institution<br>Name | Credit<br>Hours | Start<br>Date | Completion<br>Date | Amount<br>Requested |
|-----------------------|---------------------|-----------------|---------------|--------------------|---------------------|
|                       |                     |                 |               |                    |                     |
|                       |                     |                 |               |                    |                     |

**Check one of the following course types that applies to this application:**

- ☐ Undergraduate course(s) ~ *excluded from taxable income*
- ☐ Graduate-level course(s) required by the Board ~ *excluded from taxable income*
- ☐ Graduate-level course(s) used for recertification ~ *excluded from taxable income*
- ☐ Graduate-level course(s) as part of Board required an advanced degree in the field of education ~ *excluded from taxable income*
- ☐ Graduate-level course(s) necessary to maintain and/or improve skills in the field of education ~ *excluded from taxable income*
- ☐ Graduate-level course(s) that lead to an advanced degree in the field of education that is not required to maintain the current position ~ *included in taxable income*

I believe the course(s) will contribute to my professional development as follows:

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I understand that reimbursement for the course(s) that lead to an advanced degree that is not required to maintain my current position is fully taxable.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director of Curriculum Assessment & Instruction Approval:**

- ☐ Recommend Approval
- ☐ Recommendation disapproval because

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**Director of CAI's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Superintendent's Approval:**

- ☐ Recommend Approval
- ☐ Course(s) disapproval because

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**Superintendent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_