

Directions for Graduate Program Approval and Tuition Reimbursement

According to the negotiated agreements between the Board of Education and the Hebron Education Association, the following is stated:

Placement Must be Approved in Advance by the Superintendent of Schools

Therefore, in order to advance on the salary schedule you must do the following:

- 1. Prior to taking any graduate courses leading to a change in salary placement, submit to Central Office a "Request for Approval of Planned Graduate Program of Studies" (Form GA1 attached) and list on it the courses to be taken in the graduate program of studies developed in cooperation with the college/university at which you will take the graduate program.
- 2. Upon receipt of approval of your request, signified by the Superintendent's signature, you are eligible now to take the courses listed on the approved Planned Graduate Program of Studies for salary placement.

PLEASE NOTE: If you decide to change any of the courses listed on the approved Planned Graduate Program of Studies, you must submit a "Request for Revision of Approved Planned Graduate Program of Studies" (Form GA2 attached) showing the course(s) which you wish to have added/deleted from the original program of studies.

3. IF YOU ARE ELIGIBLE FOR TUITION REIMBURSEMENT according to the current negotiated agreement, you must submit the form entitled "Request for Tuition Reimbursement for Course(s) on the Approved Graduate Program of Studies" (Form GA3 attached) upon registration for course(s) each semester.

Courses listed on Form GA3 must be on the Approved Planned Graduate Program of Studies on file in the Superintendent's office. (Forms GA1 and GA2).

Upon completion of the approved course(s), submit the following to Central Office:

- 1. A copy of Form GA3 showing course(s) approved, and proof of tuition payment.
- 2. Proof of passing grade(s) for approved course(s).

After the above information has been received and processed, authorization for tuition reimbursement will be made in accordance with the HEA contract.



Request for Approval of Planned Graduate Program of Studies FORM GA1

Name		School/Assignment	School/Assignment		
Last	First	_			
Graduate School		Date Admitted	Date Admitted		
Degree Sought	t	Program Specialization	Program Specialization		
Anticipated Da	ate of Completion of	Degree Requirements			
College	Dept &		Graduate		
University	Course No.	Description Course Title	Credit Hours		
*list or atta	ach program of studie	S			

I understand that approval of this planned program does not guarantee tuition reimbursement. If eligible for this benefit under the current negotiated agreement, I must submit for approval Form GA3 upon registering for a course(s) on the approved Graduate Program of Studies.

Signature	of	App	licant
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Date

____Approval is granted for the planned graduate program

_____Approval is *not* granted for the planned graduate program

Superintendent's Signature



Request for Revision of Approved Graduate Program of Studies FORM GA2

Name				Date			
Last First School			Grade Level				
Degree Sought				Program Specialization			
Anticipated	Date of Com	pletion of Prog	ram Req	uirements			
I request ad	Yes	eleting the follo		·	,		
List course(s) to be deleted from your approved Program (GA1) below DELETE			 List course(s) to be added to the approved program below. ADD 				
	Dept. &		Grade		Dept. &		Grade
College/	-	Descriptive				Descriptive	Credit
Univ.	Number	Course Title	Hours	Univ.	Number	Course Title	Hours
State below the reason(s) you are requesting a change in your approved graduate program of studies.							
Teacher's Signature		Date of Request					

_____Approval is granted for the planned graduate program

_____Approval is *not* granted for the planned graduate program



Request for Tuition Reimbursement for Course(s) on the Approved Planned Graduate Program of Studies FORM GA3

Upon registering for a course(s) listed on Form GA1 or GA2, complete and submit this form to the Superintendent's office. Tuition reimbursement will be granted if (1) there is an approved planned graduate program of studies (GA1) on file in Central Office with the course(s) listed below on it, and (2) you meet all other requirements listed in the negotiated agreement.

Is this course(s) on your approved Planned Graduate Program of Studies?

If not, submit Form GA1 or GA2 prior to requesting approval to take the course(s).

Name				Date		
	Last	First				
School	l			Grade Level		
		Dept. &		Graduate		Actual Tuition
Date	College	Course	Descriptive	Credit		Cost to
Taken	University	Number	Course Title	Hours	Grade	Teacher

Teacher	Signatu	re	
*Attach	proof of	tuition	payment

Date

Upon completion of the course(s) listed above, submit proof of the passing grade(s) received to Central Office.

_____Authorization is given for tuition reimbursement for course(s) listed above according to the current negotiated agreement in the district.

_____ Authorization is *not* given for tuition reimbursement for course(s) listed above according to the current negotiated agreement in the district.