



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 Revision of Approved Graduate Program of Studies FORM GA2

Name _____ Date _____

 Last First

School _____ Grade Level _____

Degree Sought _____ Program Specialization _____

Anticipated Date of Completion of Program Requirements _____

Is there an approved Graduate Program of Studies (Form GA1) on file in Central Office?
_____ Yes _____ No

I request adding and/or deleting the following course(s) on the Approved Program of Studies (GA1) on file in Central Office:

List course(s) to be deleted from your approved Program (GA1) below				List course(s) to be added to the approved program below.			
DELETE				ADD			
College/ Univ.	Dept. & Course Number	Descriptive Course Title	Grade Credit Hours	College/ Univ.	Dept. & Course Number	Descriptive Course Title	Grade Credit 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

Superintendent's Signature

Date of Approval

