



## Directions for Extended Education Tuition Reimbursement

According to the negotiated agreement, Article 24 between the Board of Education and the Hebron Education Association, the following is stated:

The Board of Education will reimburse teachers for successful completion of college credits.

Therefore, in order to be reimbursed you must do the following:

1. Prior to taking any college courses, submit to Central Office a “Request for Extended Education Reimbursement” (Form GA1 attached) and list on it the courses to be taken in the program of studies developed in cooperation with the college/university at which you will take the courses.
2. Upon receipt of approval of your request, signified with the Superintendent’s signature, you are eligible now to take the courses listed.

**PLEASE NOTE:** If you decide to change any of the courses listed on the approved Request for Extended Education Reimbursement form, you must submit a “Request for Revision of Extended Education Reimbursement” (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 Education Reimbursement” (Form GA3 attached) upon registration for course(s) each semester.

Courses listed on Form GA3 must be on the Approved Request for Extended Education 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 Extended Education FORM GA1

Name \_\_\_\_\_ School/Assignment \_\_\_\_\_

                    Last                      First

Graduate School \_\_\_\_\_ Date Admitted \_\_\_\_\_

Degree Sought \_\_\_\_\_ Program Specialization \_\_\_\_\_

Anticipated Date of Completion of Degree Requirements \_\_\_\_\_

College University	Dept & Course No.	Description Course Title	Graduate Credit Hours
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\*list or attach program of studies

\_\_\_\_\_

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 Applicant

\_\_\_\_\_  
Date

\_\_\_ Approval is granted for the planned graduate program

\_\_\_ Approval is *not* granted for the planned graduate program

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date



## Request for Revision of Extended Education FORM GA2

Name \_\_\_\_\_ Date \_\_\_\_\_  
                    Last                      First

School \_\_\_\_\_ Grade Level \_\_\_\_\_

Degree Sought \_\_\_\_\_ Program Specialization \_\_\_\_\_

Anticipated Date of Completion of Program Requirements \_\_\_\_\_

Is there an approved Request for Extended Education (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



**Request for Tuition Reimbursement for Course(s)  
for Extended Education  
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 Request for Extended Education?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

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

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First

School \_\_\_\_\_ Grade Level \_\_\_\_\_

Date Taken	College University	Dept. & Course Number	Descriptive Course Title	Graduate Credit Hours	Grade	Actual Tuition Cost to Teacher
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\_\_\_\_\_  
Teacher Signature Date

\*Attach proof of tuition payment

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.

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date of Authorization