

INSTRUCTIONS FOR FILING THIS APPLICATION

The employer will reimburse teachers 75% of tuition rate of state university credit fee paid by them for credits accepted by PDE toward Level I or Level II certification; credits accepted for Masters' degree or equivalent and beyond must be related to each person's assigned certification, potential certification, additional certification or potential administrative certification upon successful completion of the work with a "B" grade or better; 55% of tuition paid by them for courses taken at community college, Intermediate Unit or similar venue.

There is a limit of fifteen (15) credits which may be earned in any one year for reimbursement. There is a limit of forty-five (45) credits which may be earned in total for reimbursement.

Courses which are financed entirely through scholarships are not reimbursable. If the tuition for the course is partially paid by a scholarship fund, the school district shall base the reimbursement of the difference between the scholarship amount paid on the tuition and the total tuition.

Determining the classification of the courses relative to teaching fields shall be the responsibility of the Superintendent of Schools. A written request for classification of any course being considered may be made prior to course registration. Applications must be filed within thirty (30) days of completion of the course.

Fill in all information as requested. If additional space is needed use the lower portion of this side of the form or attach a separate sheet for that purpose.

ELLWOOD CITY AREA SCHOOL DISTRICT
Ellwood City, Pennsylvania 16117

Form No. 410
(revised July 1, 2009)

APPLICATION FOR REIMBURSEMENT ON TUITION PAID FOR COURSES
LEADING TO ADVANCED DEGREES OR FURTHER CERTIFICATION

Name _____ Date _____

Teaching Schedule for _____ school year.
(Indicate grade and building at the elementary school level and at the secondary level indicate the actual classes and the number of sections of each being taught.)

College or University attended _____

Date of course completion _____

Course No.	Title and Description	Credits* Rec'd.	Tuition Paid
TOTALS			

If any portion of this tuition was financed through a scholarship, fellowship, grant or similar source, give full details:

* A receipt from the college or university showing the amount and payment of the above tuition and a report from the college or university showing successful completion of the above credits **must accompany** this application. Extra or special fees charged by the college or university are **not** considered a part of the tuition fees.

Approved: _____
Superintendent's Signature Percentage Date