

BLUE MOUNTAIN SCHOOL DISTRICT
ORWIGSBURG, PENNSYLVANIA
2023-2024 REIMBURSEMENT REQUEST FORM
GRADUATE, UNDERGRADUATE & ELIGIBLE CREDIT COSTS

Employee _____ Building Assignment _____
Total Cost of Courses(s)/Act 48 _____ Cost per credit/Act 48 _____
Date Course(s)/Act 48 Completed _____ Date Submitted* _____

Number of Credits Already Reimbursed in year indicated above: **0 3 6 9** (Circle One)

Reimbursement for the cost of graduate, undergraduate and Act 48 credits in the field of education will be made to the bargaining unit member based on the graduate course per credit cost of Pennsylvania State University (Main Campus) **capped at the Summer 2016 tuition rate** in accordance with the Collective Bargaining Agreement. This amount is \$805.00 per credit. **Reimbursement will be made for course/Act 48 credits only.** The tuition reimbursement is made on the following scale:

Twelve (12) credits per year up to receipt of 24 credits required for Permanent Certification
Nine (9) credits per year – must be enrolled in approved graduate program approved by Superintendent
Three (3) credits per year

Reimbursement is for credits/Act 48 only (exclusive of all fees, materials, etc.) with the following provisions:

A = 100% reimbursement **B** = 100% reimbursement **C** or below = 0 reimbursement
Pass/Fail courses will be at 100% reimbursement for a Grade of Pass and no reimbursement for Fail
Incomplete/Withdrawal = No Reimbursement
Act 48 – Verification of **hours/credits** completed

To receive reimbursement, (a) the course(s)/Act 48 must be with classes delivered by an accredited institution or Act 48 approved provider; (b) the course(s)/Act 48 must be approved by the Superintendent of Schools prior to enrollment; and, (c) the bargaining unit member must submit documented proof of payment and evidence that the course(s)/Act 48 was satisfactorily completed.

To be eligible for reimbursement for course(s)/Act 48 which end prior to June 30th of any given year, reimbursement requests must be received no later than **July 31st** of that year.

Employee must attach a **copy** of the following items to this request form, all of which will be retained in the district office:

1. Approval Request Form to Enroll in Eligible Credit Courses (as approved by superintendent prior to course enrollment).
2. Receipted invoice from the credit-granting/Act 48 institution showing the cost/credit and not just the total cost(s).
3. Transcript or grade report from course or certificate or letter for Act 48 verification.

TO: Accounts Payable

FROM: Business Administrator

RE: Amount approved for reimbursement \$ _____ as approved by:

School Business Administrator Date

* Total amount approved may not exceed contractual limit in any fiscal year (July 1 through June 30). Courses will be paid and counted in the fiscal year completed.