BLUE MOUNTAIN SCHOOL DISTRICT ORWIGSBURG, PENNSYLVANIA

2023-2024 APPROVAL REQUEST FORM

TO ENROLL IN GRADUATE, UNDERGRADUATE & ELIGIBLE CREDIT COURSES

This approval does not necessarily mean approval for reimbursement if you have already exceeded the allocated amount as outlined in the Collective Bargaining Agreement.

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 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 graduate program approved by Superintendent Three (3) credits per year

The employee may choose to use the dollar amount value of the PSU Main Campus credit rate to obtain more credits through other institutions that may be at a lower rate. To receive reimbursement, (a) the course(s) must be with classes from an accredited institution; (b) the course(s) 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) was satisfactorily completed. Reimbursement is for credits 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

Courses ending by June 30th of the school year must have Reimbursement Request forms along with proper documentation submitted to the District Office no later than **July 31**st.

Employees of Blue Mountain are eligible for a 20% Non-Profit Discount on tuition at Alvernia University. Employees will need to complete a Tuition Reimbursement/Non-Profit Discount form each time they register for a course.

Professional employees should complete and	d submit this form at least two weeks prior to course	e enrollment.
Name of Employee:	Bldg. Assignment:	
Certificate Held (check one): Instructional I	Instructional II	
Subject(s) listed on certificate:		
Are you in a graduate program previously ap	pproved by the Superindent? Y N (Circle one	e)
Number of Credits already reimbursed for ye	ear indicated above: 0 3 6 9 (Circle o	One)
Amount of money already reimbursed for ye	ear indicated above:	
Name of credit-granting institution I plan to	attend:	
Title of course(s) in which I plan to enroll: (1	1)	
(2)	(3)	
I have read and understand this request form	l.	
	Employee Signature	Date
	the above titled courses(s) as being eligible for reimen Blue Mountain School District and Blue Mounta	

Superintendent's Signature

Date

Original - Employee

Copy - Superintendent