BLUE MOUNTAIN SCHOOL DISTRICT
ORWIGSBURG, PENNSYLVANIA

2021-2022 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 31st**.

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 submit this form at least two weeks prior to course 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 approved by the Superindent? Y N (Circle one)

Number of Credits already reimbursed for year indicated above: **0 3 6 9** (Circle One)

Amount of money already reimbursed for year indicated above: _____

Name of credit-granting institution I plan to attend: _____

Title of course(s) in which I plan to enroll: (1) _____

(2) _____ (3) _____

I have read and understand this request form.

_____ _____
Employee Signature Date

I approve _____ do not approve _____ the above titled courses(s) as being eligible for reimbursement in accordance with the Collective Bargaining Agreement between Blue Mountain School District and Blue Mountain Education Association.

_____ _____
Superintendent's Signature Date

Original - Employee
Copy - Superintendent