

**Schuylkill Haven Area School District**  
**Request for Approval of Reimbursable Graduate Credits**

Teacher \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_

I request approval of the following course(s) for reimbursement purposes in accordance with Article 5, Appendix B of the negotiated contract. I understand that it is my responsibility to file evidence of satisfactory completion of the course(s) with the request for reimbursement at the termination of the course.

Name of Institution \_\_\_\_\_

Starting Date \_\_\_\_\_

Completion Date \_\_\_\_\_

Tuition Rate Per Credit \_\_\_\_\_

	<u>Title of Course</u>	<u>Number of Credits</u>	<u>Course Number</u>	<u>Graduate or Undergraduate</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

In accordance with contract provisions, I request approval of the listed course(s) at the prevailing per credit rate as established by the Schuylkill Campus of the Pennsylvania State University.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

Please see reverse side for specific contract terms.

*(Complete and forward 2 copies to the District Office)*

<b>For Office Use:</b>		
APPROVED _____	DISAPPROVED _____	Act 48 Hours _____
_____ Superintendent of Schools	_____ Date	

The following is an extract of the negotiated contract between the School District and the S.H.E.A. Please note all provisions of the program before completing forms.

#### APPENDIX B

5. The Schuylkill Haven Area School District will reimburse professional employees for additional credit hours beyond the baccalaureate degree or normal certificate in accordance with the following guidelines:
  - a. Prior approval of the Superintendent is required.
  - b. A maximum of 12 credits will be reimbursed by the district during any one contract year.
  - c. Staff members who are permanently certified shall have no maximum limitation on the number of reimbursable credits per year.
  - d. The rate of reimbursement shall be the prevailing per credit rate as established by the Pennsylvania State University (Schuylkill Campus).