

WOODLAND HILLS SCHOOL DISTRICT

PRE-APPROVAL FOR TUITION REIMBURSEMENT

All credits/courses shall be related to the employee's professional duties.

- Employees will be reimbursed for tuition costs actually incurred and paid by them for graduate credits beyond Bachelor +24. Credits submitted for reimbursement shall be paid at Six Hundred (\$600.00) Dollars per credit for the length of the Collective Bargaining Agreement. If the graduate credits are less expensive, the District shall pay the lower fee.
- No more than 18 graduate credits will be reimbursed during a calendar year.
- Submit this blue form to the Personnel Office prior to the beginning of any course.

ATTACH A COPY OF THE COURSE DESCRIPTION

Name: _____
Building: _____
Position: _____
Certification: _____

Date: _____

I request pre-approval of the following graduate course(s), which will be taken at _____, beginning _____.
(University) (Date)

<u>Course No.</u>	<u>Title of <i>Graduate</i> Course</u>	<u>Number of Credits</u>
.....
.....
.....

Briefly state your primary reason for taking the **GRADUATE COURSE** (s) listed above:

.....
.....

Do you currently hold a *Bachelor's Degree plus 24 credits*: _____ yes _____ no

Please indicate the highest degree you presently hold: _____

PLEASE NOTE: Upon completion of the courses, you should contact the Personnel Office for a *Request for Tuition Reimbursement (pink form)* and then return the completed pink form to the Personnel Office with a copy of your *paid invoice and a grade report.*

- If you terminate your employment within 1 year : 100% repayment to WHSD
- If you terminate your employment within 2 years: 75% repayment to WHSD
- If you terminate your employment within 3 years: 50% repayment to WHSD
- If you terminate your employment within 4 years: 25% repayment to WHSD

I agree that if repayment is required, I authorize the District to withhold payment from my final paycheck.

Employee Signature

Date