



# BHEA TUITION AND BOOK REIMBURSEMENT

Regulation 4601.3a; Note guidelines on reverse

|                          |   |
|--------------------------|---|
| Name                     | Date                                      |
| School and/or Assignment |   |
| Type of Certificate      | Major                                     |
| Minor(s)                 |   |
| Highest Degree           | Number of Semester Hours Beyond Degree(s) |

### SPECIFIC COURSE FOR WHICH PAYMENT IS REQUESTED

★ **You must use a separate form for each course. Application deadline is May 31.** ★

NAME OF INSTITUTION, CATALOG DESCRIPTION, COURSE TITLE & NUMBER, DATES, AND SEMESTER HOURS.

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#### COSTS ASSOCIATED WITH COURSE

|                                      |          |   |
|--------------------------------------|----------|---|
| Book(s) for course                   | \$ _____ | Basic text(s) — no extras   |
| Tuition <sup>Ⓞ</sup> cost for course | \$ _____ | ⓄThe District considers the tuition fee for the course itself — not any registration or general fees. |
| Total Cost                           | \$ _____ | Tuition statement in addition to proof of payment   |

- ★ Exactly how will this course help you improve your professional performance? Attach a one-page summary.
- ★ I have read the reverse side of this form for course criteria and conditional reimbursement and agree to comply with the provisions set forth.

|                          |      |
|--------------------------|------|
| ★ Signature of Applicant | Date |
|--------------------------|------|

#### FOR ADMINISTRATIVE USE

|                                |             |   |
|--------------------------------|-------------|---|
| ★ Approval for Course Criteria |             |   |
|                                | <i>Date</i> | <i>Signature of Principal or Supervisor</i> |
| ★ Approval for Funds           |             |   |
|                                | <i>Date</i> | <i>Signature of Executive Director</i>      |

\*\*\*\*\***BLOOMFIELD HILLS SCHOOLG**  
**GUIDELINES FOR TUITION REIMBURSEMENT**

All instructional personnel are encouraged to take advantage of opportunities for professional growth. One of the opportunities available to instructional personnel is reimbursement for tuition and books for approved college courses related to their professional assignments.

**INITIATING REQUESTS**

Instructional personnel may initiate requests for tuition and book reimbursement by completing form REG 4601.3a and submitting it to their principal or supervisor at any time during the semester, term, or quarter in which the course is taken. One form should be used for each course being submitted.

**APPROVING REQUESTS**

The principal or supervisor will evaluate each request in terms of the following criteria, and will have the final decision concerning such requests, and must sign the form at the bottom:

- ★1. The course(s) must be specifically related to the applicant's professional assignment. That is, a staff member assigned a teaching position could not be reimbursed for such things as administration courses, courses to certify him or her for teaching driver education, special education, etc. Courses designed to improve teachers' performances in their current assignments, including courses of general application such as reading, shall be approved.
- ★2. The course(s) must be taken through an accredited college or university and may not be taken by correspondence.
- ★3. The course(s) must be at the graduate level unless special approval is granted by the Learning Services Director.
- ★4. Applicant must submit a one-page summary explaining how the course taken has or will upgrade his or her professional performance.

**CONDITIONS FOR REIMBURSEMENT — Executive Director FOR INSTRUCTION**

- ★1. Applicant must submit a receipt indicating that payment has been made to the college or university.
- ★2. Applicant must present a transcript of credit showing an acceptable grade for the course.
- ★3. The total amount of reimbursement to any given individual during a one-year period will be prorated based on the annual budget and the number of individuals who apply for reimbursement. Such reimbursement shall be determined by June 1 each year. Deadline for submitting tuition reimbursement information is May 31 of each year.