

**COURSE APPROVAL REQUEST IS REQUIRED FOR ALL COURSES FOR REIMBURSEMENT AND/OR MOVEMENT**

<p style="text-align: center;"><i>Important Information:</i>                  Effective as of the 2021-2022 school year, Article XIII, Tuition Reimbursement for Advanced Studies, Paragraph B.5. shall be modified to:</p> <p style="text-align: center;"><i>B.5. Teachers must remain employed by the Fairfield Board of Education a minimum of one (1) school year following course(s) completion in extenuating circumstances. In the event a teacher resigns from a position during the school year following the year in which a course(s) was reimbursed, the teacher will repay the Board the amount reimbursed for the course(s) in full within thirty (30) days of resignation.</i></p>	<p>Date Received: _____</p> <p>Current Level _____</p>
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Teacher's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Teacher's Position: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Single graduate courses must be in the field of Education and relevant to the employee's current position. If working toward a Master's degree, courses must be in the field of Education. **Consult with your Superintendent.**

College/University \_\_\_\_\_ Course #: \_\_\_\_\_ # of credits \_\_\_\_\_

Course Title: \_\_\_\_\_

**What is your current Degree and Credits** \_\_\_\_\_ **Total Cost of Course:** \_\_\_\_\_

**Select all that apply:** I am seeking reimbursement  I am seeking movement on the guide   
 I am seeking approval of a course toward a Master's Degree

This course runs from: \_\_\_\_\_ 20 \_\_\_\_\_ TO \_\_\_\_\_ 20 \_\_\_\_\_

Brief description of this course: \_\_\_\_\_

Required signatures, prior to taking the course:

1. Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. Superintendent's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

3. Board Approval: \_\_\_\_\_ Date: \_\_\_\_\_

- This course is approved for tuition reimbursement and advancement:
- This course is approved for advancement on guide only.
- This course is approved as part of the program toward a Master's Degree in Education
- This course is denied because it is not relevant to the requester's current position.

**Reimbursement:** Prior approval must have been received. At the end of course: submit an official college receipt of payment and proof of a passing grade of 'B' or higher to the Superintendent's Office. **Your reimbursement may not be for the entire cost of the course. It is dependent upon how many teachers request courses. Cost per credit is determined by adding all credits requested and dividing them into the "bank" to get a per credit amount to be reimbursed. When the course is completed, provide the grade report and proof of payment. Ms. Festa will complete a requisition and send it to Zayra Garcia for processing. Reimbursement will only occur in January and June of each year.**

**Movement on Guide:** Prior approval must have been received; supply the Superintendent's Office with official transcripts, per contract and a brief letter requesting a move from (i.e. B.A. to B.A.+15).

- Credits earned beyond a degree are earned AFTER the degree is reached (i.e. if you earn your M.A. in Sept. 2022 your plus+ credits must be earned AFTER Sept. 2022.)