

FIVE IMPORTANT THINGS TO REMEMBER

REGARDING YOUR DEGREE PROGRAM AND TUITION REIMBURSEMENT

1. The Tuition Reimbursement form must be sent at the time you enroll for a class. Do not wait to send this form. Make sure to sign and date it.

TUITION REIMBURSEMENT PRE-APPROVAL

Name: _____ School/House: _____

Assignment: _____ Position FTE*: _____

SPECIFIC UNDERTAKING

Title: _____ Course No. _____


Semester & Dates: _____ No. of Credits: _____

University/College: _____

Course Description: _____

Is it part of a degree program which will result in the issuance of a diploma? Yes No

- If Yes, what degree? _____
- If No, is it part of a pre-approved graduate program that is on file and has received approval from the Personnel Administrator? Yes No (see Personnel Administrator)
- Will the program add a new endorsement for your Professional Certificate? Yes No
If so, what endorsement? _____



2. Colleen Deasy must approve all courses on the Pre-Approved Program form. Please keep your copy of the Pre-Approved Program form so you can add courses as you go. Please also send it to HR for approval. Even if you have already been reimbursed for the maximum number of courses that year, you must add any other courses you would like counted toward your degree, whether or not they are eligible to be reimbursed.

File in Advance

Name: _____ Please check:
Masters: _____
Sixth Year: _____
Seventh Year** _____

School/Assignment: _____

PRE-APPROVED PROGRAM

Please explain:
Are you in a formal degree granting program? _____ Where? _____
If not, what is your planned program of study (theme)? _____

GRADUATE WORK

SEMESTER/ YR	COURSE CODE	TITLE	UNIVERSITY	CREDITS	Personnel SIGNATURE

EQUIVALENCY (if applicable*)

WHEN?	WHAT?	WHERE?	CREDITS	HR SIGNATURE

3. To be reimbursed, you must send two things when your class is finished –
 - Proof of payment, and
 - Grade report (an unofficial transcript is fine for reimbursement purposes)

4. When you have completed your program and your degree is awarded, Official transcripts are required for Salary Lane Changes. If you have completed a Master's Degree, the Official transcript must have the date your degree was awarded/conferred.

5. Both the Tuition Reimbursement form and the Pre-Approved Program form can be found on the Fairfield Public Schools website, under 'Human Resources/ Answers to FAQ's about Tuition Reimbursement'.

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