

MARPLE NEWTOWN SCHOOL DISTRICT
Newtown Square, PA 19073

MNEA PRE-APPROVAL OF GRADUATE COURSES FOR TUITION REIMBURSEMENT

Professional employees under the MNEA Agreement may receive tuition reimbursement for credits earned at an accredited college or university within the limitations listed below:

1. All credits must have the approval of the Director of Education Office **prior** to the start of the course.
2. Maximum tuition reimbursement is as follows:

NOT TO EXCEED

2005-2006 school year	50% net tuition cost for a "B" or Pass grade; 60% for an "A" grade	Maximum: \$2,100.
2006-2007 school year	50% net tuition cost for a "B" or Pass grade; 65% for an "A" grade	Maximum: \$2,200
2007-2008 school year	50% net tuition cost for a "B" or Pass grade; 70% for an "A" grade	Maximum: \$2,300.
2008-2009 school year	50% net tuition cost for a "B" or Pass grade; 75% for an "A" grade	Maximum: \$2,400

3. For purpose of tuition reimbursement, the school year is defined from July 1st to June 30th.
4. In order to receive tuition reimbursement, the professional employee must be an employee of the school district at the time of payment. If the employee resigns or retires and does not return in the following year such reimbursements will be deducted from his/her final pay or billed unless waived at the discretion of the Board.
5. An outline or course description must be submitted with this form.
6. The Board will authorize payment when all required documents are received and approved by Human Resources.

PROCEDURES FOR:

PRE-APPROVAL: COMPLETE THIS FORM, ATTACH A COPY OF COURSE DESCRIPTION OR OUTLINE. Forward to either the Director of Secondary Education or the Director of Elementary Education (A copy will be returned to you for your records.)

PAYMENT: SUBMIT to the Director of Human Resources:

1. PRE-APPROVED FORM
2. TRANSCRIPT OF CREDITS/GRADE, and
3. RECEIPT FOR TUITION COST (Cancelled checks and/or credit card statements must accompany a copy of the tuition billing.)

NAME _____ Social Security # _____

HOME ADDRESS _____

Teaching assignment/Subject _____ School _____

I apply for approval of the following courses for tuition reimbursement.

Signed _____ Date: _____

College or University	Course, Title & No.	Credits	Start Date of Course	Tuition Cost

***PRE-APPROVED:**

FINAL APPROVAL

DENIED:

Amount \$ _____

_____ Date _____

Director of Education Signature

Director of Human Resources Signature

*Approval is for Tuition Reimbursement only and does not guarantee approval for column movement.