

Pawnee Heights USD 496
College Credit Reimbursement

(Credit must relate to Employee's present employment assignment.)

Employee's Name _____
Date

Course Dates Hours G/UG Course Number University

Principal _____
Date

Superintendent _____
Date

Approved: _____

Disapproved: _____

Teachers who take additional college hour will be paid \$75 per credit hour if hours are credited toward an advanced degree, or would benefit them in the classroom. The hours must be taken for graduate credit, but an undergraduate class that would prove beneficial to the classroom work of a teacher may be accepted. All hours must have prior approval from the superintendent of schools. Forfeiture of monies paid for credit hours will occur if an employee leaves the school district before completing two full semesters following the payment of credited hours. Any deviation from this time line must be approved by the superintendent of schools.

Classes to be taken must have prior approval from the superintendent of schools. No payment will be made without an official transcript on file of all classes taken. Payment for approved college hours will be made at the next monthly pay period following receipt of an official transcript.