

**NEW RICHMOND EXEMPTED VILLAGE SCHOOL DISTRICT
PROFESSIONAL DEVELOPMENT PROGRAM
REQUEST FORM**

Staff Member _____ Date _____

I am hereby requesting tuition reimbursement in accordance with the Professional Development Program for the following course(s). (Per Master Contract, Article 8, Paragraph 8.0201, request must be submitted at least four (4) days prior to final registration date of said course.)

<u>University</u>	<u>Course Description</u>	<u>Final Registration Date</u>	<u>No. Hrs. Qtr. Or Sem.</u>

Explain how course(s) is directly related to your specific and present work assignment:

Masters + 15 and/or Masters +30: Please indicate if the above coursework is to be counted toward Masters +15 or Masters +30; if so, indicate if course is a video course, correspondence course, seminar, or will be held at a university. (Only three (3) hours of credit per calendar year can be earned through correspondence/taped courses.)

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Masters +15 | <input type="checkbox"/> Video Course |
| <input type="checkbox"/> Masters +30 | <input type="checkbox"/> Correspondence Course |
| | <input type="checkbox"/> Seminar |
| | <input type="checkbox"/> University Setting |

Approved/Denied _____ Date _____
Superintendent or Designee

Submit all copies. Yellow copy will be returned when approved by the Superintendent or designee. Upon completion of coursework, submit to the Office of the Superintendent, verification of credits in the form of a grade report, transcript or letter from the registrar stating that the coursework has been completed.

Office Use Only.	
Date Verification Received _____	
Approved for Payment _____	Superintendent or Designee