



CONRAD WEISER AREA SCHOOL DISTRICT  
Robesonia, Pennsylvania

20 -  
School Year

**Pre-Approval Application  
for Tuition Reimbursement  
(Faculty)**

Name: \_\_\_\_\_ Present Certification(s): \_\_\_\_\_

Present Credit Status: ☐ Bachelor's Degree ☐ Master's Degree  
+ \_\_\_\_\_ Credits + \_\_\_\_\_ Credits

All pre-approval applications for courses for which tuition is to be reimbursed shall be submitted to the Superintendent for approval at least ten (10) workdays before the course begins. In accordance with the Collective Bargaining Agreement, the District agrees to provide tuition reimbursement to full-time employees for graduate credits as follows:

Requirements: If the course is taught in class or online by a fully accredited college or university and such course is accepted by that college or university for credit toward fulfilling a Master's or Doctorate degree, then the course will be reimbursed as follows:  
**(Please check one of the following as it applies to this pre-approval application.)**

- ☐ 80% for credits 1 to 12 per contract year;
- ☐ 50% for credits 13 to 15 per contract year;
- ☐ 80% for up to 18 credits to any employee on leave of absence for professional development;
- ☐ If the course does not meet the above requirements, then the course will be reimbursed at the rate of 50%, but only up to a total of 15 credits per contract year.

**Note: Correspondence and video courses are not reimbursable.**

<u>Course No.</u>	<u>Title</u>	<u>Credits</u>	<u>Tuition</u> Tuition Only/No Fees
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\_\_\_\_\_  
(A copy of the course description must be attached.)

College/University Where Course Will Be Taken: \_\_\_\_\_

This course will start on: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

FOR OFFICE USE ONLY

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: The rate of reimbursement is subject to modification based on administrative review of documentation at the time the Application for Tuition Reimbursement is submitted.**