

Sanford School Department

917 Main Street, Suite 200, Sanford, Maine 04073

Tel.: 207-324-2810 Fax: 207-324-5742

COURSE APPROVAL and REIMBURSEMENT FORM

Name of Employee: _____ Teacher Ed Tech

School Employed: _____

Course Name: _____ Cost of Course: _____

Course Number: _____ Credit Hours: _____ College Name: _____

Course Start Date: _____ Course End Date: _____

1. Is this a graduate level course? YES NO

If no, please explain: _____

2. Payment options (choose one)

Upon successful completion of this course (per contract, successful completion necessitates a grade of B or better), I request that the school department reimburse me. I will provide a copy of this form, written grade notification and proof of payment for this course within thirty (30) days from the date a grade is issued.

I request that the school department pay for this course. If I fail to provide written grade notification documenting successful course completion to the Superintendent within thirty (30) days from the grade being issued, I agree to reimburse the school department the amount paid on my behalf. Unless other written repayment arrangements are made with the Superintendent, any reimbursement owed to the school department by me shall be repaid via payroll deduction in six (6) consecutive payments. I understand that full payment may be made to the business office at any time and that if my employment with Sanford School Department ends for any reason, I remain liable for this debt and any remaining balance owed will be deducted from my final paycheck.

Employee's Signature

Date

NOTE: No more than 9 credits per teacher or 6 credits per ed tech reimbursable per school year; courses will be reimbursed at no more than the UMO credit hour rate. See contracts for more details.

This is a PCAP form and must be filled out for recertification hours.

1. Course is approved

2. Course is denied

Explanation if denied:

Superintendent's Signature

Date

NOTES:

- This form must be completed in its entirety **PRIOR** to registering for classes; incomplete forms will be returned and processing will be delayed.
- Please send completed forms to Payroll at the Business Office.