

TUITION REIMBURSEMENT FORM

BRIGHTON AREA SCHOOLS
DEPT. OF HUMAN RESOURCES



(Please print)

NAME:		EMP ID#:		DATE:	
BUILDING:					
CERTIFICATE:	PROVISIONAL	<input type="checkbox"/>	PROFESSIONAL	<input type="checkbox"/>	EXPIRATION: <input type="text"/>
Renewal Type: (circle one)	1st	2nd	3rd		

Submitted Expenses must fall within the current school year July 1 - June 30 and apply for certificate renewals ONLY.

(See the reverse side for teaching certificate renewal guidelines and examples)

Your submission must be received prior to June 30th - reimbursement will be processed into September pay period.

Please attach and highlight all required information from Accredited University itemized billing statement and provide proof of your personal payment.

Attachments must include course name, dates, credits, grades, and payment in order to process for reimbursement. Fees are not reimbursable.

Incomplete submissions will be returned to you.

Course Dates	Course Prefix/Name	# Credits	Grade	Course Fee	Accredited University	Grade/Receipt Attached & Highlighted
1.						
2.						
3.						
4.						
5.						
	TOTALS:					

Your Signature: _____ (your signature is required)

My signature above indicates that I agree it is my responsibility to understand and follow the guidelines as noted on this form and provide complete and accurate information by the deadline, otherwise consideration for reimbursement will be denied. I further understand that consideration for reimbursement will apply only to courses which are recognized and taken to renew my teaching certificate up to a maximum of 6 total credits per renewal period.

HUMAN RESOURCES/BUSINESS OFFICE USE:

ACCOUNT: _____

APPROVED AMOUNT: _____

DATE PROCESSED: _____

DATE STAMP/RECEIVED BY HR:

Elementary Teaching Certificates
Valid for any K-5 teaching assignment.
All subjects K-5/Self-contained classroom 6-8 all subjects.
Specific subject grades 6-8 when issued the appropriate endorsement.

Secondary Teaching Certificates
6-12 assignment in a subject with appropriate endorsement.
Only used to teach subjects for which an endorsement is earned.
An out-of-field assignment (no endorsement earned) is considered out of compliance is subject to a State Aid penalty.

EXAMPLE

Course Dates	Course Prefix/Name	# Credits	Grade	Course Fee	Accredited University	Grade/Receipt Attached & Highlighted
1. 9/1/09-12/20/09	EDU 525 Educational Leadership	3	B	\$900.00	Eastern Mich. University	Yes
2.						
3.						
4.						
5.						
	TOTALS:	3		\$900.00		

Your Signature: John Brown (your signature is required)

NOTE: You will only be reimbursed for courses taken to renew your teaching certificate.
Courses for which there is no documentation attached - will not be reimbursed. You must provide all required information.
For questions about courses/credits that qualify for certificate renewals - please contact the MDE or visit their website at:
<http://www.michigan.gov/mde> (Click on Offices/Professional Preparation/Teacher Certification)