

**GATEWAY SCHOOL DISTRICT
PROFESSIONAL EMPLOYEE COURSE PRE-APPROVAL FORM**

Permanently certified teachers (Level II) will be eligible to receive tuition reimbursement. Eligible employees shall be reimbursed up to one-half the cost of graduate credit from the University of Pittsburgh (2023-2024 \$519 per credit) for pre-approved graduate course credit during the term of this agreement. All credits must be degree semester graduate credits related to the field of education. (*Quarter credits, Intermediate credits and non-degree credits are not reimbursable*).

In order to qualify for tuition reimbursement, an employee must receive a grade of “B” or higher in the course. Reimbursement will only be approved if the eligible teacher attends an accredited PDE approved college or university. The employee should confirm with the Director of Human Resources that the courses the employee plans to take meet the requirements of this paragraph.

Name _____ **Building/Subject** _____

Highest Degree held: B.S. or B.A. Masters Doctorate

Permanent Certification: YES NO

EDUCATIONAL OBJECTIVE: _____

NAME OF COLLEGE OR UNIVERSITY COURSES ARE BEING OFFERED: _____

Name of Courses	Catalog #	Eligible for Tuition Reimbursement
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please attach a copy of the course description(s) from the college catalog.

Total Number of credits you expect to earn _____

Date courses will be completed _____

Office Use Only

Approved _____ Denied _____ Date _____

Reason for denial: _____

Signature of Superintendent: _____