

# WYALUSING AREA SCHOOL DISTRICT CREDIT REIMBURSEMENT RATE FORM (To Be Completed BEFORE Taking Course)

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Soc. Sec. No. \_\_\_\_\_ Number of Credits \_\_\_\_\_

Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

Institution Attended \_\_\_\_\_ Cost per Credit \_\_\_\_\_

Is this college or university accredited in the USA? \_\_\_\_Y \_\_\_\_N

ATTACH COURSE DESCRIPTION (If requested by the Superintendent)  
Please note: Continuing Education Units (CEUs) are not reimbursable and do not count towards certification and do not count as credits for salary purposes

*\*Employees voluntarily leaving the district within two (2) years of course completion may be requested to reimburse the above tuition amount, per the Collective Bargaining Agreement.*

On-Line Course? \_\_\_\_Y \_\_\_\_N

Master's Program \_\_\_\_Y \_\_\_\_N

Doctoral Program \_\_\_\_Y \_\_\_\_N

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

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### Current Credits

\_\_\_\_\_ \*Employees with 0-24 credits at the beginning of the school year are **limited to 12 credits/year**

\_\_\_\_\_ \*\*Employees with 24 or more credits at the beginning of the school year are **limited to 6 credits/year**

\_\_\_\_\_ \*\*\*Employees enrolled in a Master's or Doctoral program with time limitations and/or course availability issues may be allowed additional credits at the discretion of the superintendent.

\_\_\_\_\_ \*\*\*\*After an employee has earned twenty-four (24) credits they shall enter into a cycle where they are allowed a maximum of eighteen (18) credits every five (5) years. Employees enrolled in a Masters or Doctoral degree program, or in an educational certificate program are exempt from this limit and shall be reimbursed for up to six (6) credits per year.

Credits taken YTD
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Proposed Credits
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Total Credits taken YTD
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Total Credits
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( ) Reimbursement will be paid up to the Penn State graduate credit rate plus 90% of the difference of the cost of the credit for a grade of "A"; 75% of the difference of the cost for a grade of "B"; up to Penn State graduate credit rate for a grade of "C" upon receipt of evidence indicating successful completion of the course.

( ) Reimbursement denied - credit limit has been reached for the current school year.

( ) Reimbursement denied - credit limit has been reached for the current five year cycle.

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date