

TO: Instructional Staff  
FROM: Kelli Myers  
DATE: June 1, 2011  
RE: College Credit Reimbursement

Teachers shall be reimbursed up to 50% of credit hour cost for college level classes, under the following conditions:

1. Classes eligible for reimbursement must be graduate level classes required for continuing teacher certification or to enhance the professional qualifications of the teacher.
2. Maximum number of hours eligible for reimbursement is limited to six (6) credit hours per eligible teacher, per year.
3. The teacher must be employed, at least half-time in the district, when enrolled in eligible classes, as well as when the class is completed.
4. Application for reimbursement shall first be due no later than October 1 for classes completed the previous year (September 1 through August 31). Records indicating course completion and a grade of at least a "B" shall be required, along with a statement of how the class fits into an educational plan or professional qualifications. **Please submit a copy of your detailed billing statement, transcript and final grades.**
5. Reimbursement will be based on cost of one graduate credit hour at WMU as of July of the enrollment year.

Please complete the attached application and return to me no later than October 1. Please note that you will not receive reimbursement until the second pay in November.