



Administrator's Graduate Credit

Name: _____

Program/Degree being sought: _____

Institution administrators will be attending: _____

Number of credits/hours administrator: _____

Course name: _____

Approximate Cost: _____

Semester for study: _____

Anticipated date official transcript will be presented for reimbursement: _____

Approved:

Superintendent of Schools

Date

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1. Prior to taking the graduate course(s), submit a completed this Administrator's Graduate Credit form for approval by the Superintendent of Schools.
 2. If the courses taken are towards the attainment of a degree (not for license renewal **or** professional development only) and should the Administrator leave the District, the Administrator shall reimburse the Board for the tuition costs based on the following scale:
 - Within one (1) year of date of reimbursement, 100%
 - Within two (2) years of date of reimbursement, 80%
 - Within three (3) years of date of reimbursement, 60%
 - Within four (4) years of date of reimbursement, 40%
 - Within five (5) years of date of reimbursement, 20%
 - After five (5) years from date of reimbursement, 0%If coursework leads to a professional certification or an additional licensure (rather than a degree), it is up to the discretion of the District Administrator to determine whether or not the prior stated reimbursement schedule applies.
 3. Upon completion of the coursework, submit the following for tuition reimbursement: a) a copy of the approved Administrator's Graduate Credit form; b) a copy of your transcript to confirm satisfactory completion of the coursework, and c) a copy of the front and back of your cancelled check, or a dated receipt for payment of tuition from the college or university (which minimally includes your name, and the amount paid).