

**APPROVAL OF COLLEGE COURSE REQUEST FORM**  
**DEER CREEK-MACKINAW CUSD #701**

Teacher's Name: \_\_\_\_\_ Building: \_\_\_\_\_

Name of Course: \_\_\_\_\_ Number: \_\_\_\_\_

University/College: \_\_\_\_\_ Credit Hours: \_\_\_\_\_ Tuition Cost: \$ \_\_\_\_\_

Department: \_\_\_\_\_ Semester enrolled: \_\_\_\_\_ Year: \_\_\_\_\_

Course Description: \_\_\_\_\_

Value to the District: \_\_\_\_\_

**\*\* Approval of College Course Request Form must be approved in advance by the Superintendent and be on file in the district office before reimbursements will be paid. Please see Tuition Reimbursement Request Form for further instructions on requesting tuition reimbursements.**

**7.12 TUITION REIMBURSEMENT FOR CERTIFIED EMPLOYEES -- OTHER COURSES (CBA 8/1/21-7/31/25)**

- A. The Board will pay current Illinois State University (ISU) per hour tuition cost or actual tuition cost if less than the ISU per hour tuition cost, up to a maximum of nine (9) hours at that rate per teacher per year. The reimbursement year is defined as June 1 through May 31 or Summer, Fall, Spring Sessions.
- B. This is subject to a \$22,500 district maximum per year.
- C. Employees shall be reimbursed for tuition for college credit courses successfully completed as evidenced through a grade report with no less than a "B" grade or its equivalent under the following conditions:
  - 1. The course must be directly related to the employee's assigned field, student achievement, school improvement, or an additional endorsement or certification. In order to gain hours related to salary advancement, the course must also be part of an Illinois approved master's degree program or directly approved by the superintendent. If the course is not part of an Illinois approved master's degree program and is not specifically approved for salary advancement by the superintendent, the course can still be approved for reimbursement, but will only count for professional development hours, not salary advancement.
  - 2. For employees that hold a masters degree, the course must be directly related to the employee's assigned field, student achievement, school improvement plan, or an additional endorsement or certification. The course does not have to be part of an Illinois approved masters degree program.
  - 3. Approval must be obtained from the Superintendent prior to enrollment. Failure to obtain prior approval may result in the denial of hours counted towards salary scale advancement and/or tuition reimbursement. All approved courses should still be submitted for salary scale advancement even if tuition reimbursement is not available
  - 4. Any movement on the salary scale shall be made at the beginning of the next school term.
  - 5. An updated copy of an employee's official transcript must be submitted to the Superintendent prior to any movement on the salary schedule.
  - 6. The tuition reimbursement form must be submitted no later than the beginning of the next session. Ex: Courses taken in the fall must be submitted prior to the start of the spring semester.
- D. The employee must agree to work a minimum of two years in the district after completion of a degree program. Failure to do so will result in repayment to the district for reimbursed courses. Involuntary dismissal of employee excludes the employee from repayment of reimbursed courses.

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Copy of Plan of Study on file in the District Office	_____ Yes	_____ No
Course approved for Salary Schedule advancement	_____ Yes	_____ No
Course approved for professional development hours for reimbursement	_____ Yes	_____ No

Course **approved** **denied** Reason for denial: \_\_\_\_\_

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

\_\_\_\_\_  
Date