

**BEDFORD PUBLIC SCHOOLS
HR/LR OFFICE**

APPLICATION FOR PARTIAL REIMBURSEMENT FOR COLLEGE CREDITS EARNED

Teacher's Name: _____ School Year: _____ Building: _____

Signature of Teacher: _____ Date: _____

Please include grade card/report or an unofficial transcript as proof of course completion for partial reimbursement. Official transcripts must be sent to the HR/LR Office prior to processing a degree change on the salary schedule.

Application due in HR/LR Office
December (before Winter Break)
May (before Memorial Day)

Payment made following regular Board Meeting
January
June

Return to: Shelly Haise, HR/LR - Questions please call X6022 or email shelly.haise@mybedford.us

ARTICLE 19 - PROFESSIONAL COMPENSATION, Section B. Degreed teachers under contract and holding certification shall be reimbursed by the Board at the rate of seventy-five (\$75) per semester hour and fifty dollars (\$50) per term/quarter hours for college hours earned while employed by Bedford Public Schools in areas related to their chosen field and beyond those hours required for continuing certification (eighteen (18) semester hours), for those classes beginning June 1, 2005 and thereafter. A teacher who is laid-off as of October 15 is eligible for such pay if both the credits were earned and the teacher was employed when the course commenced. Proof of earned credits shall be submitted to the Executive Director of Human Resources and Labor Relations (HR-LR) and reimbursement shall be made following the regular Board meetings in January and June. This policy shall not be applicable to those teachers who receive grants from private foundations or state, federal, or local scholarships. Notification of this section shall be given to the teachers by the Administration in October and in May.

Course Title/Description	Qtr/Sem Year	Sem Hours	Qtr Hours	College/University

*****BELOW FOR HR/LR OFFICE USE ONLY*****

Approved Hours: Semester _____ @ \$75 Quarter _____ @ \$50

Total amount of reimbursement \$ _____

Howard D. Schwager, Executive Director of HR/LR

Date