

**Educational Improvement Reimbursement
Pre-approval & Request Form**

REIMBURSEMENT: Per Section J of the BVCEA Negotiated Agreement, the District provides funds for the educational improvement of service employees. To be eligible for tuition reimbursement the probationary period must be satisfactorily completed and prior approval obtained from level director or manager and a Director of Human Resources. Courses must be job related, satisfactorily completed and limited to 1 course per term.

Please complete Part A, obtain your supervisor's approval and submit to Human Resources PRIOR to beginning any course work. This form will be returned to you indicating if your pre-approval request has been approved or denied. If approved and after class completion, follow the instructions in Part B and resubmit to Human Resources.

Part A - Pre-Approval (Submit prior to class)			
Employee Name _____		Employee No. _____	
School/Department(s) _____		Position(s) _____	
Home Address _____			
TERM: (check one) <input type="checkbox"/> Summer (Jun 16 – Aug 15) <input type="checkbox"/> Fall (Aug 16 – Dec 31) <input type="checkbox"/> Spring (Jan 1 – May 31)			
1. Class Title & Number (attach class description) _____			
Institution _____		Credit/Contact Hours _____	
Dates _____		Tuition _____	
Relationship to Job _____			
Educational Improvement Reimbursement Pre-approval Request has been:			
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED reason: _____			
Supervisor _____	Date _____	Human Resource Director _____	Date _____

HRD

Part B – Request (Submit following class completion)	
Following class completion, attach proof of successful completion (transcript or certificate) and proof of payment (account balance summary or letter of verification of tuition charges and payments on official letterhead from the Registrar's Office or Continuing Education Office) and resubmit to Human Resources.	
<u>Educational Improvement Reimbursement:</u> Employee initiated course work tuition is reimbursed up to 75%.	
<input type="checkbox"/> Educational Reimbursement Section J requirements have been met. Account No. _____	
Eligible tuition _____ at _____ percent. Previous Fiscal Year Cap _____ Current Fiscal Year Cap _____	
Amount to be Reimbursed _____ HRD Signature _____ Date _____	

BUDGET

*Submit to: Human Resources, 6500 E Arapahoe Rd., Boulder CO 80303 or fax 720.561.5098.
Contact: Carolyn Schott at 720.561.5140 or carolyn.schott@bvsd.org*

J. EDUCATIONAL IMPROVEMENT

1. Any Unit C employee who has completed the probationary period satisfactorily may apply for reimbursement of 75% of tuition costs incurred in taking job related course work provided such course work is satisfactorily completed.
2. Such reimbursement will be granted for a maximum of one course per term. Reimbursement is to be made at the completion of each course upon presentation of grade slip and cancelled check.
3. All planned course work, including cost, must be approved in advance by the level director or manager and the Executive Director of Human Resources.
4. Further, however, any Unit C employee who has completed the probationary period satisfactorily and is requested by his/her supervisor to take additional improvement courses and where such request has been approved in advance by the appropriate assistant superintendent and the Executive Director of Human Resources, will be reimbursed for 100% of his/her tuition costs upon the satisfactory completion of such course.