

FORM II

**BURNT HILLS-BALLSTON LAKE CENTRAL SCHOOLS
ADVANCED APPROVAL FOR COMPENSATED STUDY**

This form is not necessary for courses that you are completing for New York State teaching certification in the subject area in **which you are teaching**. It **is** necessary if you wish to be paid for the credits taken in a new certification area. The form must be received by the personnel office **BEFORE** the course work begins. Please complete **Section 1** if requesting continuing payment for credit hours or **Section 2** if you are requesting tuition reimbursement at the current SUNY Albany graduate (non-MBA) program rate.

Date _____

Section 1

ADVANCED APPROVAL FOR COMPENSATED STUDY is requested for:

Course Number _____ Titles _____

Offered by _____

Beginning Date _____ Ending Date _____

(course location) _____

Credit Hours expected _____. I hold a permanent certificate - Yes ____ No ____

I have a Baccalaureate degree ____ Master's degree ____ .

I presently teach _____ (grade or subject area)

In the _____ School.

Teacher's Signature _____

Building Principal _____

Asst. Supt. for Instruction _____

_____ Advanced approval **is** granted for the course detailed above. Salary credit will be authorized upon presentation of an official grade report.

_____ Advanced approval **is not** granted for the course detailed above.

Section 2

Article 20, Section 7a of the Negotiated Agreement states: In lieu of per credit hour compensation, the professional may opt for tuition reimbursement at the current S.U.N.Y. Albany graduate (non-MBA) program rate. Reimbursement shall be paid upon the successful completion of the course as verified through semester grade reports.

ADVANCED APPROVAL FOR TUITION REIMBURSEMENT is requested for:

Course Number _____ Titles _____

Offered by _____

Beginning Date _____ Ending Date _____

(course location) _____

Tuition Fee _____ Reimbursement Requested _____

Credit Hours _____. I hold a permanent certificate - Yes ____ No ____

I have a Baccalaureate degree ____; a Master's degree ____ .

I presently teach _____ (grade or subject area)

In the _____ School.

Teacher's Signature _____

Building Principal _____

Asst. Supt. for Instruction _____

_____ Reimbursement **is** granted in the amount of \$ _____ for the course detailed above. Payment will be authorized upon presentation of a receipt for payment of tuition and an official grade report. Reimbursement will not exceed cost of tuition.

_____ Reimbursement **is not** granted for the course detailed above.

THIS FORM IS TO BE SUBMITTED IN DUPLICATE TO YOUR BUILDING PRINCIPAL