

BURNT HILLS-BALLSTON LAKE CENTRAL SCHOOLS
Request for Payment of Compensated Study leading to required Master's Degree

Please complete **Section I** if requesting continuing payment for credit hours **OR Section 2** if you are requesting tuition reimbursement as the current SUNY Albany graduate (non-MBA) program rate.

Date _____

Section 1

_____ I elect to receive in-service credit for:

Course Number _____

Course _____

Name _____

University/College attending _____

Beginning Date _____

Ending Date _____

Credit Hours _____

Official grade report attached _____

Teacher's Signature _____

Building Principal _____

Ass't Supt. for Instruction _____

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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 SUNY Albany graduate (non-MBA) program rate. Reimbursement shall be paid upon the successful completion of the course as verified through semester grade reports.

_____ I elect to receive up to the SUNY Albany graduate (non MBA) tuition amount for payment of course tuition:

Course Number _____

Course _____

Name _____

University/College attending _____

Beginning Date _____

Ending Date _____

Credit Hours _____

Receipt and official grade report must be attached _____

Teacher's Signature _____

Building Principal _____

Ass't 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