

DIRECTIONS FOR COMPENSATED STUDY

Form I. Salary credit or tuition reimbursement for graduate hours leading to required master's degree does not need advanced approval.

1. For salary credit after coursework is complete submit:
 - *Request for Payment of Compensated Study Form* (Section 1)
 - Information from college course catalog showing course number and number of credits to be earned.
 - Copy of official semester grade report
2. For tuition reimbursement after coursework is complete (Section 2)
 - Proof of payment from the college bursar's office **AND** canceled check image (front and back), **OR** credit card statement
 - Orange vendor claim for reimbursement at the current SUNY Albany graduate tuition rate (non-MBA) with your signature, include dates of attendance and college name
 - Copy of official semester grade report

Form II. Salary credit or tuition reimbursement for graduate hours beyond the required master's degree does require advanced approval prior to the start of the coursework.

1. Download *Advanced Approval for Compensated Study Form II* from BH-BL District Web Site, Staff Only section before beginning of course (two copies).
2. Submit two copies to building principal for approval. (Building principal submits both copies to Assistant Superintendent for Instruction for administrative approval).
3. Employee will receive signed one copy of determination, one copy will be kept in HR
4. Upon completion of coursework for:
 - Salary Credit - please submit
 - Copy of official semester grade report form
 - Copy of *Advanced Approval for Compensated Study*
 - Tuition Reimbursement - please submit:
 - Proof of payment from the college **AND** canceled check image (front and back) **OR** credit card statement.
 - Vendor claim for reimbursement up to the current SUNY Albany graduate tuition rate (non-MBA) with your signature, include dates of attendance and college name.
 - Copy of official semester grade report
 - Copy of signed *Advanced Approval for Compensated Study*

Upon receipt of required materials, Curriculum Office will approve, forward to Human Resources, they will forward to the Business Office either for salary credit or for tuition reimbursement.