

**ADDISON NORTHEAST SUPERVISORY UNION  
APPROVAL FORM for COURSE TUITION or NATIONAL/REGIONAL CONFERENCE**

Complete & submit to Superintendent's Office prior to course/conference registration for: tuition prepayment request; credit approval for horizontal advancement; or national/regional conference attendance & expense reimbursement. Ref. attached Article 12.1-6 PROFESSIONAL DEVELOPMENT for additional information about eligibility requirements.

<b>NAME (please print):</b> _____	<b>FTE:</b> _____
<b>POSITION:</b> _____	<b>SCHOOL(S):</b> _____

<b>COURSE:</b> _____	<b>COURSE ID#:</b> _____
<b>COLLEGE GRANTING CREDIT:</b> _____	<b># CREDITS:</b> _____
<b>COURSE DATES (Beginning/Ending):</b> _____	
<b>TUITION RATE / CREDIT:</b> \$ _____ /credit	<b>TOTAL TUITION REQUESTED:</b> \$ _____
Please attach information verifying tuition rate & course content. Note that fees over and above tuition rate (comprehensive, registration, lab, materials, etc.) are not covered by tuition reimbursement benefit and are the responsibility of the individual.	
This course is: GRADUATE LEVEL: _____; UNDERGRADUATE LEVEL: _____; ONLINE: _____; ANESU INTRA-DISTRICT COURSE: _____; WORKSHOP/CONFERENCE WITH CREDIT OPTION: _____	
How is this course relevant to your current assignment and/or IPDP (ref. Article 12.2)? _____ _____	

**SUPERINTENDENT APPROVAL re: tuition reimbursement:** \_\_\_\_\_

**SUPERINTENDENT APPROVAL re: horizontal advancement credits:** \_\_\_\_\_

<b>NATIONAL/REGIONAL CONFERENCE:</b> _____
<b>SPONSORING EDUCATIONAL ORGANIZATION:</b> _____
<b>CONFERENCE DATES:</b> _____ <b>LOCATION:</b> _____
Note that conference expenses will be reimbursed to individual employee upon verification of attendance and submission of eligible receipts.
How is this conference relevant to your current assignment and/or IPDP (ref. Article 12.2)? _____ _____

**SUPERINTENDENT APPROVAL re: national conference attendance:** \_\_\_\_\_

<b>SUPERINTENDENT'S OFFICE/REIMBURSEMENT PROCESSING USE ONLY: DATE REC'D:</b> _____	
Approved tuition reimbursement in amount of: \$ _____	Ref. _____ -271
Approved intra-district course tuition in amount of: \$ _____	Ref. _____ -271
Approved conference expenses in amount of: \$ _____	Ref. _____ -271
<i>Maximum conference reimbursement in lieu of up to 4 credits per current semester UVM tuition rate.</i>	
For ref. only: Maximum UVM tuition rate/credit: \$ _____ /credit Current semester: _____	
Notes (other funding source, etc.): _____	
Attachment(s): _____	
<b># credit(s):</b> _____	<b>applied to</b> _____ <b>contract year.</b> _____ <b>Annual credit balance:</b> _____
<b>Information verified by:</b> _____	<b>Date:</b> _____

cc: Employee: Copy for your records. You must verify course completion/credits earned with grade report.  
cc: Employee Personnel File  
Grade report/transcript received as verification of credits earned: \_\_\_\_\_ (date).  
Revised 9/24/09

## **ARTICLE TWELVE PROFESSIONAL DEVELOPMENT**

12.1 The Board agrees to pre-pay the tuition costs of up to six (6) credit hours per teacher each contract year (July 1-June 30). This benefit will be prorated for part-time teachers by providing payment of the full cost for a pro rated portion of the six (6) credits e.g., a 0.5 FTE teacher will receive 100% payment for three (3) credit hours.

12.2 The maximum tuition allowance will be based on the credit hour cost of the University of Vermont in place during the indicated semester. As determined by the Superintendent, courses shall be relevant to the teacher's current assignment or IPDP. Prior approval of the course must be obtained from the Superintendent and evidence of satisfactory completion (grade of B) must be presented to the Superintendent.

12.3 In addition to the tuition allowance noted herein, the School District will pay the full cost of tuition and directly related expenses for any course required by the Superintendent. Prepayment of approved courses will be made upon application to the Superintendent. Failure to complete a course in a satisfactory fashion will require the teacher to reimburse the Board the total advanced amount within 30 days of cancellation, withdrawal or completion of the course. Failure to reimburse the Board will result in withholding from salary.

12.4 National/Regional Conferences: The actual and reasonable costs (registration, materials, transportation, lodging and meals) associated with attendance at conferences which are sponsored by national or regional educational organizations may be reimbursed pending approval of the Superintendent or designee. Such reimbursement will be based on a maximum dollar equivalent of four (4) University of Vermont credits for the indicated semester; when the costs associated with any individual conference are equal to or less than the cost of one UVM credit hour, the cost of said conference will be treated as one UVM credit hour for purposes of Article 12 tuition payments. Verification of attendance will be required prior to reimbursement. Reimbursement dollars granted for this purpose will be taken in lieu of four (4) of the six (6) credits for tuition reimbursement noted in this 12.1. Teachers attending such conferences/workshops will be required to present an overview of the content learned to other faculty members as determined by the principal.

12.5 Local Workshops and Conferences: In addition to the tuition allowance noted above, fees for attending other workshops or conferences may be reimbursed if pre-approved by the Superintendent, or designee.

12.6 For newly hired teachers the benefits noted in this Article 12 shall begin on July 1 of the contract year or the new teacher's date of hire, whichever occurs first.

(REF.: Collective Bargaining Agreement between School Boards representing ANESU, Bristol, Lincoln, Monkton, Mt. Abraham UHS #28, New Haven and Starksboro School Districts and the Addison Northeast Education Association for the contract years 2007 - 2010.)