

# TUITION REIMBURSEMENT FORM

BRIGHTON AREA SCHOOLS  
DEPT. OF HUMAN RESOURCES



(Please print)

|   |                                   |                                       |   |
|---|-----------------------------------|---------------------------------------|---|
| NAME:   |                                   | EMP ID#:                              | DATE:   |
| BUILDING:                                     |                                   |                                       |   |
| CERTIFICATE:<br>Renewal Type:<br>(circle one) | STANDARD <input type="checkbox"/> | PROFESSIONAL <input type="checkbox"/> | EXPIRATION: <input style="width:100px;" type="text"/> |

**TUITION REIMBURSEMENT IS LIMITED TO ONLY 6 CREDITS FOR CERTIFICATION RENEWALS**

Expenses must fall within the current school year July 1 - June 30

Your submission must be received prior to June 30th

**TUITION REIMBURSEMENT PAYMENTS WILL BE MADE IN SEPTEMBER CHECKS OF THE NEXT SCHOOL YEAR**

Please attach and highlight all required information from official Accredited University billing statement.

Attachments must include course name, dates, credits, grades, and include proof of payment in order to process for reimbursement.

You will NOT be reimbursed for any FEES, BOOKS or charges other than TUITION.

| Course Dates   | Course Prefix/Name | # Credits | Grade | Course Fee | Accredited University | Grade/Receipt Attached & Highlighted |
|----------------|--------------------|-----------|-------|------------|-----------------------|--------------------------------------|
| 1.             |                    |           |       |            |                       |                                      |
| 2.             |                    |           |       |            |                       |                                      |
| 3.             |                    |           |       |            |                       |                                      |
| 4.             |                    |           |       |            |                       |                                      |
| 5.             |                    |           |       |            |                       |                                      |
| <b>TOTALS:</b> |                    |           |       |            |                       |                                      |

**Your Signature:** \_\_\_\_\_ (your signature is required)

|   |                                   |
|---|-----------------------------------|
| <b>HUMAN RESOURCES/BUSINESS OFFICE USE:</b> | <b>DATE STAMP/RECEIVED BY HR:</b> |
| ACCOUNT: _____                              |                                   |
| APPROVED AMOUNT: _____                      |                                   |
| DATE PROCESSED: _____                       |                                   |

### Elementary Teaching Certificates

Valid for any K-5 teaching assignment.  
All subjects K-5/Self-contained classroom 6-8 all subjects.  
Specific subject grades 6-8 when issued the appropriate endorsement.

### Secondary Teaching Certificates

6-12 assignment in a subject with appropriate endorsement.  
Only used to teach subjects for which an endorsement is earned.  
An out-of-field assignment (no endorsement earned) is considered out of compliance is subject to a State Aid penalty.

### Standard Teaching Certificate

Initial Cert is valid for up to 6 years, Subsequent Renewals valid for 5 years  
RENEWAL REQUIRES: 150 hours (SCECH or DPPD) or 6 semester credit hours, or Master's Degree

### Professional Education Certificate

Valid for up to 5 years  
Progressing to Professional Cert requires 3-6 credits Reading Methods Courses, plus 3 credits Reading Diagnostics and 3 years of valid teaching experience  
RENEWAL REQUIRES: 150 hours (SCECH or DPPD) or 6 semester credit hours

## EXAMPLE

| Course Dates          | Course Prefix/Name             | # Credits | Grade | Course Fee | Accredited University    | Grade/Receipt Attached & Highlighted |
|-----------------------|--------------------------------|-----------|-------|------------|--------------------------|--------------------------------------|
| 1. 9/1/09-12/20/09    | EDU 525 Educational Leadership | 3         | B     | \$900.00   | Eastern Mich. University | Yes                                  |
| 2. 1/4/2010-4/30/2010 | EDU 542 Teaching of Math       | 3         | A     | \$900.00   | Eastern Mich. University | Yes                                  |
| 3.                    |                                |           |       |            |                          |                                      |
| 4.                    |                                |           |       |            |                          |                                      |
| 5.                    |                                |           |       |            |                          |                                      |
|                       | TOTALS:                        | 6         |       | \$1,800.00 |                          |                                      |

Your Signature: John Brown (your signature is required)

**NOTE: You will only be reimbursed for courses taken to renew your teaching certificate - up to a MAXIMUM OF 6 TOTAL CREDITS PER RENEWAL PERIOD**

Courses for which there is no documentation attached - will not be reimbursed. You must provide all required information.  
For questions about courses/credits that qualify for certificate renewals - please contact the MDE or visit their website at:  
[http://www.michigan.gov/mde/0,4615,7-140-5683\\_14795---,00.html](http://www.michigan.gov/mde/0,4615,7-140-5683_14795---,00.html)