

COURSE APPROVAL AND TUITION REIMBURSEMENT PROCESS

ALL COURSES MUST BE PRE-APPROVED!

1. Register for Course
 - a) For courses offered by the Bronxville Teacher Center, register through the “Bronxville Offerings” catalog in *My Learning Plan*. Approval by an administrator is not required.
 - b) For courses offered by MLP providers (catalogs listed on left side of MLP home page), register through the appropriate catalog. Follow the prompts to complete the sponsor’s course request form and Bronxville’s course request form. The forms will be routed to the appropriate supervisors for approval.
 - c) For courses taken at institutions other than those outlined in 1a) and 1b), select the appropriate “fill-in form” from those that are listed on the left side of the MLP home page
 - **All online** courses (graduate and inservice) must be submitted on the online request form.
 - Graduate courses that do not involve online components must be submitted on the graduate request form.
 - Inservice courses that do not involve online components must be submitted on the inservice request form.
 - Requests to attend professional conferences must be submitted on the conference request form.
2. For all courses that are offered outside the district, the appropriate administrators will verify that:
 - a) The course
 - was part of such professional staff member's approved graduate degree program; or
 - was prescribed by the permanent certification requirements in such professional staff member's current field of teaching; or
 - was in the field of teaching methodology; or
 - was prescribed by permanent certification in school administration; or
 - was related to such professional staff member's current or approved future teaching assignment; or
 - was suggested by the administration to meet the needs of the Bronxville School District; or
 - would otherwise contribute to the enhancement of such staff member's professional performance at the Bronxville School.
 - b) The course
 - was not taken for undergraduate credit;
 - was not a course in adult or continuing education;
 - would not lead the staff member to a new profession outside the field of education;
 - was not previously taken for credit/reimbursement/stipend;
 - was properly documented by an official transcript or grade report or, in the case of an in-service course, a completion certificate, promptly upon the conclusion of the course
 - was taken after the professional staff member became a professional staff member at the Bronxville School.
3. When all “prior approvals” are in place, complete the registration for the course by paying the requisite fee or tuition.

4. Complete the course
5. Mark the course “complete” in *My Learning Plan*
6. Within 30 days of completing the course, submit:
 - a. Proof of course completion
 - For most Bronxville Teacher Center courses, your signature on the attendance sheet will serve as proof of attendance. For GEC courses and book studies, the application project will serve as proof of completion.
 - For all graduate credit courses, submit a transcript or a grade report.
 - For in-service courses and conferences that took place outside the district, submit a completion certificate.
 - b. Invoice verifying the course fee
 - c. Proof of payment (one of the following)
 - Credit card statement: You may obscure all charges except the tuition payment.
 - Check
 - Cash receipt
7. The District Office will verify that
 - a. The annual/semester limits on course and graduate equivalent credits were not exceeded, or that the superintendent gave permission for the limits to be exceeded.
 - b. The timeline for submitting completion certificates/transcripts (30 days following the completion of the course) was met.
 - c. The course was successfully completed with a grade of B or above.
 - d. The annual limits for tuition reimbursement were not exceeded.
8. The District Office will send the completed tuition reimbursement form and the attached completion certificate/transcript and proof of payment to the business office for payment of tuition reimbursement, if applicable, and will enter the inservice/graduate credit in MLP, if applicable.

Lane Changes

1. If the professional staff member believes that s/he qualifies for a change in salary lanes, the staff member will complete a lane change request form and submit it to the superintendent's office.
2. The superintendent's office will review the lane change request forms and submit those that meet policy requirements to the Business Office. The Business Office will adjust the payroll accordingly. The superintendent's office will notify the staff member regarding the status of his/her request for a lane change, indicating whether or not the requirements were met. In the case of deficiencies, the superintendent's office will provide a list of the requirements that have not been met.