

Continuing Education Application

Name _____ Currently Teaching At _____ Date _____

1. In accordance with the Potomac Conference reimbursement policy, I am requesting that the following course(s) be approved for tuition reimbursement. I have read the "Policy for Education Assistance" and understand that the following requirements apply:

- ☞ A maximum of 12 semester hours can be taken in a 12 month period.
- ☞ Course work must meet certification requirements to be approved or must be a part of an approved graduate program.
- ☞ Transcripts for courses taken must be submitted to Potomac Conference Office of Education by October 1. Any expenses incurred to obtain transcripts is the responsibility of the student.
- ☞ Application deadlines are: August 20 for courses taken during the school year
March 31 for courses taken during the summer.

A	B	C				
Name of College or University	Course Number and Title	Credit Hours	Graduate or Recertification	Tuition and Fees	Start Date	Finish Date

3. If the course(s) is(are) part of a degree, briefly describe the program and your progress to date.

Housing Costs (receipt required)	Stipend (\$100.00/week away from home)	Travel Cost (\$.38/mile)	Total Expense (Add A+B+C)

4. Describe the relevancy of the course(s) to your teaching responsibilities. Attach a catalog course description of the course(s) you plan to take.

Applicant's Signature _____

For Education Office Business	
Total Actual Tuition and Fees:	
Housing Costs: (receipt required)	
Mileage: (\$.38/mile not to exceed 500 miles per year)	
Tolls:	
Stipend:	
Reimbursement Due To Employee:	
Transcripts Received:	Satisfactory Grade?