Coursework/Licensing Exam Approval and Reimbursement Process

# Steps for approval:

## Discuss coursework/licensing exam needs with your principal.

* PHS- Work with Jennifer Felke on Dual-Credit coursework to ensure the course/program you are seeking meets the requirements set forth by Ivy Tech

## Complete the Coursework/Licensing Exam Approval [form](https://goo.gl/forms/jcf9bVmsGF623Yer2).

## Brooke Busse will communicate final approval through email. Please wait to enroll in any courses until this is received.

## Once received, move forward with enrolling in the approved course(s).

\*\*\*As a general guideline for budgeting purposes, all anticipated coursework taking place during the fall semester will need to be approved by August 1. Spring and summer coursework will need to be approved by December 1.

# Tuition Reimbursement:

## Send a completed [claim form](https://campussuite-storage.s3.amazonaws.com/prod/1029408/4e54c183-292f-11e7-b792-22000bd8490f/1256554/195c0d76-5e63-11e7-99ef-124f7febbf4a/file/claim_voucher.pdf) with tuition receipt to Brooke Busse.

* Per the Master Contract, if the teacher fails to complete the course or earn a passing grade, the teacher shall reimburse the school corporation the amount in its entirety.

# Coursework Stipend:

## Send a completed [claim form](https://campussuite-storage.s3.amazonaws.com/prod/1029408/4e54c183-292f-11e7-b792-22000bd8490f/1256554/195c0d76-5e63-11e7-99ef-124f7febbf4a/file/claim_voucher.pdf) with the final grade report attached to Brooke Busse.

* Per the Master Contract, teachers will receive $500 per semester of approved completed coursework. A teacher may not earn more than $500 for a semester of coursework, regardless of the number of classes taken during those times.