

RSU 26

COURSE APPROVAL

NAME: _____ DATE: _____

SOCIAL SECURITY #: _____

SCHOOL: _____ POSITION: _____ SUBJECT: _____

Listed below is/are the course(s) that I plan to take this semester _____ at the following accredited college _____.

I **am** enrolled in a certificate or degree-granting program (name): _____

I am **not** enrolled in a degree-granting program.

Course Name	Course ID	Course Type	# Credit Hours	Tuition Cost

The following course types are to be excluded by taxable income:

- A. Undergraduate course
- B. Graduate level course required by the Board
- C. Graduate level course used for recertification
- D. Graduate level course as part of Board required advanced degree
- E. Graduate level course necessary to maintain and/or improve skills in current job

Reimbursement for the following course type is subject to withholding and must be included in the employees wages:

- F. Graduate level course leading to an advanced degree that is not required to maintain the current position

- I understand that with approval the University of Maine System will bill RSU 26 upon completion of any courses taken there (third-party billing).
- I understand that it may be possible to arrange for third-party billing for other institutions as well.
- I understand credits taken at institutions that do not accept third-party billing will be reimbursed in accordance with the CBA when I present a transcript or grade report showing successful completion of the course(s) and a receipt showing tuition cost.
- I understand all tuition payments are paid provided I am in the employ of RSU 26 at the time of billing or subsequent reimbursement.
- I understand that reimbursement for courses that lead to an advanced degree that is not required to maintain my current position is fully taxable.

EMPLOYEE SIGNATURE: _____

(FOR OFFICE USE ONLY)

Approved Disapproved Superintendent of Schools _____

Grade received _____ Receipt received _____

Account # _____ Date Paid _____