

**Educational Improvement Reimbursement  
Pre-approval & Request Form**

**REIMBURSEMENT:** Per Section I of the BVCEA Negotiated Agreement, the District provides funds for the educational improvement of service employees. To be eligible for tuition reimbursement the probationary period must be satisfactorily completed and prior approval obtained from level director or manager and a Director of Human Resources. Courses must be job related, satisfactorily completed and limited to 1 course per term.

Please complete Part A, obtain your supervisor's approval and submit to Human Resources PRIOR to beginning any course work. This form will be returned to you indicating if your pre-approval request has been approved or denied. If approved and after class completion, follow the instructions in Part B and resubmit to Human Resources.

<b>Part A - Pre-Approval</b> (Submit prior to class)	
Employee Name _____	Employee No. _____
School/Department(s) _____	Position(s) _____
Home Address _____	
TERM: (check one) _____ Summer (Jun 16 – Aug 15)    _____ Fall (Aug 16 – Dec 31)    _____ Spring (Jan 1 – May 31)	
1. Class Title & Number (attach class description) _____	
Institution _____	Credit/Contact Hours _____
Dates _____	Tuition _____
Relationship to Job _____	
Educational Improvement Reimbursement Pre-approval Request has been: _____ APPROVED    _____ DENIED    Reason: _____	
Supervisor _____	Date _____
Human Resource Director _____	Date _____

**HRD**

<b>Part B – Request</b> (Submit following class completion)	
Following class completion, attach proof of successful completion (transcript or certificate) and proof of payment (account balance summary or letter of verification of tuition charges and payments on official letterhead from the Registrar's Office or Continuing Education Office) and resubmit to Human Resources.	
<u>Educational Improvement Reimbursement:</u> Employee initiated course work <b>tuition</b> is reimbursed up to 75%.	
<input type="checkbox"/> Educational Reimbursement Section J requirements have been met. Account No. _____	
Eligible tuition _____ at _____ percent.	Previous Fiscal Year Cap _____ Current Fiscal Year Cap _____
Amount to be Reimbursed _____	HRD Signature _____ Date _____

**BUDGET**

*Submit to: Human Resources, 6500 E Arapahoe Rd., Boulder CO 80303 or fax 720.561.5098.  
Contact: Chyrisse Domenico at 720.561.5043 or [chyrisse.domenico@bvsd.org](mailto:chyrisse.domenico@bvsd.org)*

## 2016 – 2018 BVCEA NEGOTIATED AGREEMENT

### I. EDUCATIONAL IMPROVEMENT

The Board agrees to provide \$5,000 per school year for educational improvement. Fifty percent (50%) of the total budget for the school year will be available for those who submit for fall semester course work and fifty percent (50%) of the total budget will be available for those who submit for spring and summer course work, subject to the approval of the Assistant Superintendent of Human Resources.

1. Any Unit C employee who has completed the probationary period shall be entitled to reimbursement of 75% of tuition costs not to exceed \$550 per person per fiscal year. Tuition incurred for courses related to one's present position or career related advancement within BVSD shall be reimbursed, provided such course work is satisfactorily completed.
2. Such reimbursement will be granted for a maximum of one course per term. Reimbursement is to be made at the completion of each course upon presentation of grade slip and proof of payment by employee.
3. All planned course work, including cost, must be approved in advance by the level director and the Assistant Superintendent of Human Resources or designee. Upon request, the employee will be provided with the reason for denial in writing.