

**RSU No. 5 DURHAM - FREEPORT - POWNAL  
PROFESSIONAL COURSE REQUEST**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

RSU5 Grade/subject  
Assignment \_\_\_\_\_ FHS FMS MLS MSS DCS PES

I hereby request the following courses for reimbursement/pre-payment purposes which I plan to take during the \_\_\_\_\_ School year.

Are you enroll in a Matriculated Program Yes No

Name of Diploma/Degree: \_\_\_\_\_

Major Field of Study: \_\_\_\_\_

School/ University Name	Course #	Course Title	Course Begins (mm/yy)	Course Ends (mm/yy)	Number of Credits	* Cost per Credit

Total Credits:

Please note, that you need to submit proof of registration before receiving your reimbursement. Transcript must be sent to HR within 30 days of completion of your class. I hereby authorize RSU5 to deduct from my pay in accordance with the Article 14. C. to reimburse RSU5 if I obtain less than a B.

(Employee's Signature)

(Supervisor's Signature)

**PLEASE SUBMIT TO CENTRAL OFFICE BY FEBRUARY 1<sup>ST</sup>.**

Approved: \_\_\_\_\_  
( Superintendent's Signature)

- \*Reimbursement/pre-payment will be paid at the USM rate with Proof of registration.
- \*Compensation will only be provided for per-approved courses
- \*Fees not included
- \*The educator must provide documentation of their grade within one months (30 days) of the end of the course. Failure to provide documentation or attain a grade of "B" or better will require the educator to reimburse the District.
- Per your contract, the Board agrees to pay for educators matriculated in a degree program for up to 12 graduate credit hours per year towards that degree. Otherwise, the educators shall be paid up to 6 graduate credit hours per year.