

**MSD of NEW DURHAM TOWNSHIP  
WESTVILLE SCHOOLS**

**Career Incentive Program  
Request For Enrollment**

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\_\_\_\_\_ **Name** \_\_\_\_\_ **Date**

Request approval for enrollment and reimbursement in the following course/s:

	Course Title	Course #	Credit Hours	College
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

**Please complete appropriate sections below:**

Are you currently completing a Masters Program? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please attach a copy of you scheduled classes.

**If No, please explain how the course/s relate to your certification area or to the field of education:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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**Approval Process:**

Superintendent's Rec: \_\_\_\_\_ Approval \_\_\_\_\_ Denial \_\_\_\_\_ Date

\_\_\_\_\_  
Superintendent's Signature

**Please submit official transcript or official grade report to the Superintendent for your reimbursement of approved request.**

**ARTICLE 22**  
**Educational Incentive**

**22.1**

It is recognized that it is the teacher's responsibility to remain qualified in accordance with the laws of the State of Indiana and rules of the General Commission of Education of the State of Indiana.

**22.2**

A teacher will pursue additional education necessary to acquire a professional license. This pursuit should be a joint effort on the part of the teacher and the School Corporation.

**22.3 Education Reimbursement:**

In order for a teacher to be eligible for School Corporation reimbursement, the following criteria must be met.

- A. The form "request for enrollment in the career incentive program" must be submitted and approved by the Superintendent prior to enrollment in the course; courses that are an integral part of a college approved Masters Program will receive automatic approval.
- B. Must be taken in the certification area or listed on the teaching certificate or have direct application to the field of education.
- C. Must be taken during the time that the teacher is an employee of the M.S.D. of N.D.T..
- D. Must be substantiated with an official transcript or official grade report from the institution in which the work was taken.
- E. Payment will be made as follows: A reimbursement of fifty dollars (\$50.00) per semester hour will be made upon the approved evaluation of the courses taken.
- F. The number of semester hours during a 12-month period shall not exceed 12 (June 1 - May 31). After submission of official transcript, the employer will have a maximum of twenty (20) school days in which to respond with payment or a reason why reimbursement was not made.