



GRADUATE COURSE APPLICATION FOR REIMBURSEMENT

“Teachers who wish to be considered for reimbursement for graduate credits must first complete the Application for Reimbursement. If approved, by the principal, the teacher will be reimbursed \$50.00 per credit hour up to a maximum of \$200.00 per semester and \$400.00 per year after the teacher has filed the transcript and receipt of payment with the principal. A limited amount of credits will be accepted for reimbursement each year”.

TEACHER’S NAME: _____

Number of credits beyond the Bachelor’s Degree to date: _____

When did St. Francis Xavier School last reimburse you for a graduate course? _____

What is the title of the graduate course you wish to take? _____

Location: _____ Dates: _____

What is the cost of the course? _____

How many credits will be earned for the course? _____

How will your successful completion of this course benefit St. Francis Xavier School?

Teacher’s Signature: _____ Date: _____

FOR OFFICE USE:

Response: _____

Principal’s Signature: _____ Date: _____

St. Francis Xavier School, with family partnership, is dedicated to the development of the whole child through the spiritual and academic excellence of Catholic education.