Germantown Academy

INTENT TO PURSUE GRADUATE STUDY

1. Germantown Academy will reimburse the full amount of one course per year to any faculty member who is a matriculated student seeking a graduate degree.

2. Teachers taking non-degree courses may request a maximum of $1,000 reimbursement.

3. The Division Head needs to sign off on this form (see below). Faculty must meet with their Division Head to discuss the following:

    1. why the coursework is important;
    2. course of study;
    3. how this degree/course relates to their field of study and will enhance their knowledge of their subject matter and pedagogy.

4. All requests will go to the Heads of School Committee for final approval. Heads of Schools will weigh the needs of the school with the requests of the teacher based on current budget to make the best and fairest decisions possible. Faculty members will be notified by March 16th.

5. A grade of 'A' or 'B' is required before any reimbursement is made. By special request, faculty may request that tuition for a year be paid by the school prior to enrollment in the course. The faculty member must agree in writing to complete the course with an 'A' or 'B', and submit transcripts for the course upon completion.

6. Please note that priority will be given to faculty members who are in a matriculated program.

7. Please complete this form and submit to the Director of Professional Development **by February 1, 2019**.

Name: _____

Position: _____

Degree Sought: _____

Major/Concentration: _____

College/University: _____

Year Study Began (if continuing): _____

Intended Graduation Date: _____

Name and Dates of Course: _____

Tuition Cost: _____

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_____ _____

Employee's Signature Today's Date

_____ _____

Division Head's Signature Today's Date

Please remember that you must attach a bill to each check request. Thank you.