



# BEXLEY CITY SCHOOL DISTRICT APPLICATION FOR FEE AUTHORIZATION

NAME	DATE	BUILDING
IS COURSE A PART OF A DEGREE-GRANTING PROGRAM?	YES _____	NO _____
IS COURSE FOR SUPPLEMENTAL LICENSURE?	YES _____	NO _____
IS COURSE A PART OF THE GIFTED COHORT?	YES _____	NO _____

Signature \_\_\_\_\_

Date \_\_\_\_\_

**SCHOOL WHERE COURSE WILL BE TAKEN**  
 \_\_\_\_\_ **OSU** \_\_\_\_\_ \* **OTHER**  
**OSU STUDENT ID #** \_\_\_\_\_  
 \* **IF OTHER THAN OSU, SPECIFY INSTITUTION**  
 \_\_\_\_\_  
**(INSTITUTION NAME)**  
 TUITION AMOUNT \$ \_\_\_\_\_

**SEMESTER APPLYING / COURSE INFORMATION**  
 AUTUMN \_\_\_\_\_ SPRING \_\_\_\_\_  
 SUMMER \_\_\_\_\_  
 -----  
 SEM. HRS. \_\_\_\_\_ NUMBER \_\_\_\_\_  
 NAME \_\_\_\_\_  
 \_\_\_\_\_

**GRADE REPORT FOR THE ABOVE COURSE MUST BE SUBMITTED TO THE SUPERINTENDENT'S OFFICE AT THE END OF THE SEMESTER IN WHICH THE COURSE IS COMPLETED.**

INDICATE THE CLASSIFICATION OF YOUR CONTRACT

I am presently on a \_\_\_\_\_ continuing contract with \_\_\_\_\_ year(s) service, including the current year, under that contract.

I am presently on a \_\_\_\_\_ limited contract with \_\_\_\_\_ year(s) service, including the current year, under that contract.

SPECIFY TIME OF LAST FEE WAIVER \_\_\_\_\_  
Semester \_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_ My initials indicate agreement that I will not request or receive reimbursement for any conference costs, travel expenditures, or payment of my time in connection with the coursework associated with this fee authorization request.  
(initial)

**NOTE: A reprint of the Fee Authorization section from the current Master Agreement is on the reverse side of this form. You are limited to one course per semester except in special circumstances. (See item 3.c.)**

**TAX INFORMATION:** (Sign if this statement is applicable to you. This makes reimbursement nontaxable.)

I hereby certify that the above stated course is for maintaining or improving skills of my profession (includes course work for administration certificate or other areas such as guidance counselor and not for education leading to a new trade or business).

Signature \_\_\_\_\_

Date \_\_\_\_\_

## H. Fee Authorization

The following procedure will be used for application and distribution of the fee authorization hours and funds:

1. The fee authorization hours and funds will be divided into three (3) equal units for distribution by semesters. Those hours and funds not used will be carried over to the next semester. No more than the allocated number of hours or funds will be used in any one school year.
2. Each bargaining unit member must complete a written application form. This form must be received by the Central Office no later than the stated deadline .
3. If the demand for hours and funds is greater than the number allocated for a particular semester, the preference orders listed below will be utilized.

### a. PREFERENCE ORDER

#### i. First Preference

That bargaining unit member shall be given preference who is taking a course as part of a degree-granting program and/or who by agreement of the Superintendent/designee is taking course work necessary for supplemental licensing in a new area of teaching. In the event that the demand for fee waivers exceeds supply, that bargaining unit member with highest seniority shall receive preference.

#### ii. Second Preference

That bargaining unit member shall be given preference who is taking a course that is not part of a degree-granting program and has not used a fee waiver in the last three (3) semesters. In the event that the demand for fee waivers exceeds supply, that bargaining unit member with highest seniority shall receive preference.

#### iii. Third Preference

That bargaining unit member shall be given preference who is taking a course that is not part of a degree-granting program and has not used a fee waiver in the last two (2) semesters. In the event that the demand for fee waivers exceeds supply, that bargaining unit member with highest seniority shall receive preference.

#### iv. Fourth Preference

That bargaining unit member shall be given preference who is taking a course that is not part of a degree-granting program and has not used a fee waiver in the last one (1) semester. In the event that the demand for fee waivers exceeds supply , that bargaining unit member with highest seniority shall receive preference.

#### v. Fifth Preference

Any staff member who did not qualify for the previous four (4) preferences. In the event that the demand for fee waivers exceeds supply, that bargaining unit member with highest seniority shall receive preference.

### b. GENERAL PROVISIONS

#### i. Fee waivers and paid hours shall be used in one of the following:

a. in the bargaining unit member's area of certification,  
or

b. in another area of certification being pursued by the bargaining unit member within the field of education, or hours approved by the Superintendent/ designee.

#### ii. The Board shall allocate fifty thousand dollars (\$50,000) for tuition reimbursement under this Section (H).

### c. DISTRIBUTION PROCEDURE

i. For each bargaining unit member there shall be a limit of one (1) course per semester during the Autumn, Spring and Summer semester or the course rate as determined by OSU, whichever is applicable. Evidence of the completed course work shall be provided to the Board. If a bargaining unit member does not successfully complete the course he/she shall reimburse the Fee Authorization Fund.

ii. The amount of one (1) course per semester shall not apply where expiring fee waiver hours would go unused in the summer. A bargaining unit member must apply in writing for the one (1) additional summer fee waiver by a deadline established by the Superintendent based on final payment dates from the affected institutions. A bargaining unit member will be limited to a maximum of two (2) courses in a summer semester even with this exception.

iii. If any unused tuition reimbursement funds remain after June 1, then bargaining unit members may request one additional tuition reimbursement on or before June 15 for an additional course. The remaining funds will be split equally among the requesting members up to the full cost of their course or the rate as determined by OSU.

iv. A bargaining unit member who has been granted a fee waiver or tuition reimbursement must submit evidence of completion of the course at the end of the semester in which the course is completed rather than when requesting the next fee waiver, unless the fee waiver/tuition reimbursement form is due prior to completion of the previous semester.