



If yes, what is the total amount you were charged for tuition, fees, books, and materials? (Please enter the total charges, not 50% of the total charges) \$

(Note: finance charges, late fees, etc. are not eligible for reimbursement.)

Will this activity, if approved and completed, qualify you to move to the next lane of the salary scale?  
 yes  no

If yes, which lane:  
 BA+15  BA+30  MA  MA+15  MA+30

(Official transcripts must be provided for all courses being used to move to the next salary lane no later than September 10 for the first semester changes and February 10 for second semester changes.)

Staff members are responsible for providing written documentation from the organization providing the activity (see other side for acceptable types) verifying that the activity has been completed successfully by the deadlines listed below to the address at the bottom of this page.

Deadlines: Summer term – **September 30**  
Fall term – **January 31**  
Spring term – **June 30**

Please attach the following documents:

1. A.. For college or university courses, a copy of the official course description from the school's bulletin or other publications
- B. For workshops, conferences or other non-credit professional growth activities, a copy of the official schedule from the organization's brochure or other publication.
2. For courses or other professional growth activities for which 50% reimbursement is sought:

A copy of the tuition and fees bill or statement from the university or professional growth activity provider – this document should contain:

- your name,
- the term during which the course was taken or the date of the workshop or other activity
- the description of the charges (e.g., tuition, technology fee, student activity fee, etc)
- the cost of each charge and a paid receipt

**Please note that incomplete forms or applications lacking the documentation requested cannot be processed.**

**Reimbursements cannot be processed without a copy of the financial document described above.** This documentation is required by the auditors to verify that we are reimbursing you 50% of the amount you have expended.

Reimbursement checks are generally received three weeks or less of submitting all required documentation.

Please send all documents, both to apply for reimbursement and to document completion, to:

Cathy Fetter, Associate Superintendent for Secondary Education  
20 Archbishop May Dr., St. Louis, MO 63119  
Email: [cathyfetter@archstl.org](mailto:cathyfetter@archstl.org)  
Phone: 314-792-7392  
Fax: 314-792-7309

**Principal Signature;** \_\_\_\_\_ **Date:** \_\_\_\_\_