

# RSU 50 Course Reimbursement Information



## *What is the process for enrolling in courses?*

RSU 50 is committed to supporting the professional development and continual growth of our staff. If you are considering the possibility of enrolling in courses, please read over the following information and reach out to your supervisor or Natasha Winslow if you have any questions.

### **Step 1**

#### **Budget Request**

Please submit a requisition to your supervisor of your intent to take course by February 1<sup>st</sup>

### **Step 2**

#### **Request to Begin Coursework**

Request in writing to the Superintendent for approval to begin coursework. (These forms can be obtained in the Superintendent's office)

### **Step 3**

#### **Reimbursement**

Payment is made after submitting a payment request form with a transcript showing a grade of at least "B" or "Pass" and a bill showing the amount paid for the course

Reimbursement may not exceed the current University of Maine per credit hour rate