

OUR LADY OF THE ANGELS SCHOOL POLICY

Subject: Continuing Education for Teachers

Teachers may be reimbursed for the cost of continuing education as follows:

1. Teachers must obtain prior permission from the Administration for courses or workshops if the wish to be reimbursed.
2. A teacher may apply for reimbursement limited to a cost of \$800.00 during the fiscal year (July 1 through June 30).
3. A final grade of S (satisfactory), P (passing), or a B or above is required for reimbursement.
4. A copy of the tuition bill as well as a copy of the final grade or certificate must be submitted to the Administration as soon as possible after completion of the course. The Administration will verify that the requirements have been met and submit the necessary information to the school office. Reimbursement will be made from the Diocesan Financial Administration Office upon approval.

Adopted: February 2, 2000

Pastor, Holy Trinity

Pastor, St. Peter

Reviewed: March 3, 2010

Revised: