

All Personnel College Coursework Fee Waivers	D.16
<i>Adopted: July 23, 2013</i>	

It is the policy of the Hilldale Board of Education that college fee waivers accumulated by the Hilldale Schools shall be apportioned to the members of the school staff.

Waivers shall be issued in units of two (2) hours or less per staff person, per semester for either summer term or workshop. Requests for fee waivers must be submitted to the superintendent. Teachers who are receiving funds for college tuition fees from any other source are ineligible for fee waivers. Allocation of fee waivers shall be made on the following priority basis:

- First priority: Shall consist of staff members who have most recently served as a supervising teacher of an intern. Members in this category may be issued waivers for four semester hours per intern supervised.
- Second priority: Shall consist of staff members who need re-certification because of a change in teaching assignment.
- Third priority: Shall consist of staff members who are working toward a higher degree.
- Fourth priority: Shall consist of staff members having greater tenure with the Hilldale Public Schools.
- Fifth priority: Shall consist of staff members attending workshops at the request of the school administration. Staff members in this category shall be awarded one hour of fee waiver.