



## NBISD Community Education Course Proposal

Use this form to provide us information on your class idea(s). For more information, contact Marcie Martinez at (830) 643-5729 or [mamartinez@nbisd.org](mailto:mamartinez@nbisd.org)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Class Title (make it snappy and engaging!)
Class Description (make it specific and interesting, but keep it as short as possible)
Supplies Needed (List any supplies students will need to bring or purchase + cost)
Special Instructions (List of special equipment or space needed)



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Fall Session dates can be from September - December.

Spring Session dates can be from January – May.

*(Classes will not be held on NBISD School Holidays. Please refer to the school district calendar for early release dates and dates when school is not in session.)*

Starting calendar date of class:

Ending calendar date of class:

\_\_\_\_\_

\_\_\_\_\_

Preferred day of the week:  
(mark 1st choice, 2nd choice below)

\_\_\_ Mon \_\_\_ Tues \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_ Sat

Start time: \_\_\_\_\_

End time: \_\_\_\_\_

# of class meetings: \_\_\_\_\_

Class Tuition: \_\_\_\_\_

Minimum # of students: \_\_\_\_\_

Maximum # of students: \_\_\_\_\_

Please read, check, and sign the statement below to proceed forward with the course proposal:

New Braunfels ISD Community Education policy states each instructor receives

\_\_\_ 70% of the tuition gained from enrollment for classes held at NBISD facilities. A \$5.00 facility fee automatically is added to the fee of each class.

\_\_\_ 80% of the tuition gained from enrollment for classes held at an instructor's facility.

\_\_\_ I acknowledge and understand NBISD's policy on payment for instructors.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*Once the class has been approved by New Braunfels ISD, we ask that a flyer be created, by the instructor, for posting on the district Community Education website and bulletin boards for advertisement.

Thank you!