NBISD Community Education
Course Proposal

Use this fillable form to provide us information on your class idea(s). For more information contact Lisa Sacco at 830.643.5729 or lsacco@nbisd.org

Deadline for the return of this form:

Fall Classes – first week of June
Spring Classes – first week of October

First Name: _____ Last Name: _____

Mailing Address:_____

Email: _____ Phone: _____

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)

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)

Starting calendar date: _____ Ending calendar date: _____

Preferred day of the week (mark below)

____ Mon ____ Tues ____ Wed ____ Thurs ____ Fri ____ Sat

Start time: _____ End time: _____

# of class meetings: _____ Class Tuition: _____

Minimum # of students: _____ Maximum # of students: _____

Please read and check the statement below to procedure 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 instructor's facilities.

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

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