



NBISD Community Education Course Proposal

Use this fillable form to provide us information on your class idea(s). For more information contact Marcie Martinez at 830.643.5729 or mamartinez@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)

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Class Description (make it specific and interesting, but keep it as short as possible)

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Supplies needed (List any supplies students will need to bring or purchase + cost)

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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)

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.