COURSE APPROVAL TUITION REIMBURSEMENT FORM

Date:	Name:
Position:	Building:

Tuition Reimbursement: The Board will establish an annual $22,500 fund to reimburse bargaining unit members who present an official college or university transcript or a grade report for a B or better grade in graduate classes according to the following regulations:

- Each course must be approved in writing by the Superintendent prior to the first class meeting.
- Each course must be directly related to the employee's assignment or in an education related graduate degree program.
- Each course shall be from an accredited college or university.
- No one shall be reimbursed for more than one (1) class each semester and/or two (2) classes over the summer break for a total of twelve (12) semester hours in a fiscal year.
- Reimbursement shall be Three Hundred and 00/100 Dollars ($300.00) per semester hour or the cost per semester hour, if less.
- Employees shall provide proof of tuition cost.
- There shall be no reimbursement for classes that have no tuition or fee cost to the employee.
- When the Twenty-two Thousand Five Hundred and 00/100 Dollars ($22,500.00) fund is exhausted there will be no further reimbursement for classes taken during the fiscal year.
- Approval shall be on a first come, first served basis.
- Should an employee fail to complete an approved class or fail to earn a grade of B or better, the funds set aside for his/her tuition reimbursement shall be returned to the pool for disbursement to employees who had applied for approval of a reimbursable class but were denied due to the exhaustion of funding.
- Any employee who completes college coursework during a school year must file an official college or university transcript in the administration office by September 15 of the following school year.
- All tuition reimbursement is to be taken out of the same pool.

Course Name:		No. of Hours:	Cost Per Credit Hour:
Name of University:			Course No.:
Date Class Begins:		Date Class Will Be Completed:	
This course ☐ does ☐ does not directly apply to my teaching assignment.			
This course ☐ is ☐ is not one for which credit earned will be applied toward a degree on which I am working.			
	1.	You will receive $ _____ reimbursement.	
	2.	You will be placed on the waiting list should reimbursement money become available due to a failure to comply with the reimbursement rules by another employee who had received approval.	

Approved by: _____ , Supt. Date: _____

7/23