

Course Approval Tuition Reimbursement Form

Date:	Name:
Position:	Building:

Tuition Reimbursement: The Board will establish an annual \$17,500 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 One Hundred Twenty-Five and 00/100 Dollars (\$125.00) 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 Seventeen Thousand Five Hundred and 00/100 Dollars (\$17,500.00) 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.
- No more than one (1) online course per teacher will be reimbursed in any one (1) fiscal year, provided that this restriction shall not apply to any teacher whose participation in an online program was approved prior to July 1, 2011.

Course Name:	No. of Hours:	Cost Per Credit Hour:
Name of University:	Course No.:	
Date Class Begins:	Date Class Will Be Completed:	
This course <input type="checkbox"/> does <input type="checkbox"/> does not directly apply to my teaching assignment.		
This course <input type="checkbox"/> is <input type="checkbox"/> 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: _____		