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 for a B or better grade in graduate classes according to the following regulations:

- **Each course must be approved 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 class each semester and/or two classes over the summer break for a total of twelve semester hours in a fiscal year
- Reimbursement shall be $125 per semester hour
- **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 $17,500 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**

Course Name:	No. of Hours:
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:_____	

(6/08)