

## TUITION REIMBURSEMENT

Article IX of the negotiated agreement states:

The Board of Education will pay \$390.00 per quarter hour or \$510.00 per semester hour for graduate credit achieved toward a Master's Degree in Education or Master's plus.

- a.) The total amount payable by the board for tuition reimbursement and certificate renewal during any fiscal year (July- June) shall not exceed the sum of \$7,500.00. If this sum is not used it shall not accumulate.
- b.) No employee shall receive more than \$1,500.00 per fiscal year (July-June)
- c.) Those employees taking approved courses will be reimbursed in July following the year of completion and after all requests have been received by the deadline of June 20<sup>th</sup> of the fiscal year. One check will be issued in July for the course work taken, during the fiscal year, provided that authentic records are presented to the Treasurers office by the June 20<sup>th</sup> deadline verifying the courses and completion.
- d.) In the event that the total amount requested exceeds \$7,500.00, the total number of hours completed by all employees shall be divided into the \$7,500.00 and teachers shall receive a pro-rata reimbursement.
- e.) Upon registration, the teacher must notify the Treasurer's office that they are registered and will be seeking tuition reimbursement.

The following form must be completed by each certified employee requesting reimbursement. One form should be completed each fiscal year. **List all courses completed for which you wish reimbursement and attach all verifying records (grade slip, transcript, and payment record).** Courses claimed without proper verifying information will not be paid.

Employee Name: \_\_\_\_\_

Courses Completed	Date Completed	Number of Quarter hrs.	Number of Semester hrs.

Total Hours Completed: \_\_\_\_\_

Total Reimbursement Due: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Submitted