
Article 16: Tuition Reimbursement.

1. Flexibility and Application.

- a. Only those employees who have taught in the District for at least one (1) year and have been renewed or extended for an additional year shall be eligible for tuition reimbursement.
- b. Applications must be submitted to the District Office and building Principal at least sixty (60) days prior to enrollment (when practicable) and must include brief statements describing the course(s) to be taken and their potential value to the District.
- c. Approval of courses eligible for reimbursement shall be at an Administrator’s discretion. Employees applying for such reimbursement shall be notified in writing of acceptance or rejection at least fifteen (15) days prior to scheduled enrollment. Approval of such courses shall not be arbitrarily denied.

2. Reimbursement.

- a. Employees who take training approved for reimbursement must have all transcripts (grade slips for spring term) in the District Office by June 30 that year. Transcripts for any spring or summer term courses should be in the District Office by November 1 of that year.
- b. Employees earning credits during spring term who wish reimbursement must file with the District Office a statement of enrollment by April 1 of that year.
- c. Credits earned in other than units of 3 will be reimbursed proportionally.
- d. Programs other than actual college work, for which the District gives credit by Superintendent’s and/or Board of Director’s approval, are eligible for reimbursement.
- e. The cost of up to three (3) quarter hours of credit, not to exceed the actual costs of the credits, will be paid to all certified staff on the list who actually receives three (3) hours of credit. Teachers are not limited to 3 credits of reimbursement. On April 1, teachers who meet all criteria for reimbursement may submit a voucher for payment of the remaining credit. The District will reimburse all those who request for their first 3 credits, then reimburse those who have more than three credits to the aggregate limit below. If there are insufficient funds to reimburse all claims, the District and the Association will prorate the requests on a per credit basis. The District agrees to fund tuition reimbursement in an aggregate amount of \$18,000 in each year of this Agreement.
- f. If, on, or after, April 15 of each contract year, an unencumbered balance exists in the tuition reimbursement budget, the following shall apply:

Such remaining funds shall be divided by the FTE of each building for individual professional development activities or workshops. The funds are to be allocated by the building Site Councils, with the approval of the building Principal.

TUITION REIMBURSEMENT PREAUTHORIZATION

Name: _____

I hereby request authorization of the following course(s) for eligibility for tuition reimbursement.

College	Term	Course Number	Hours

Description of course(s) and potential value to the district:

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Teacher

Administrator

Business Manager

Date

Date

Date

Comments:

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Office Use:

Transcript Received _____ Check or Receipt Received _____ Tuition Paid _____

TUITION EXPENSE REIMBURSEMENT

Name: _____

I hereby request tuition reimbursement for the following course(s).

College	Term	Course Number	Cost

Account #: 100-2240-001-000-000-249	Total Cost
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Teacher

Administrator

Business Manager

Date

Date

Date

– PLEASE ATTACH RECEIPT TO THIS REIMBURSEMENT FORM –