

Tuition Reimbursement Guidelines

The Board shall allocate a total of \$15,000 each fiscal year to provide additional money to teachers for earned college credit subject to the following conditions:

1. Reimbursement only applies to graduate-level courses completed at an accredited institution of higher learning and must satisfy at least one (1) of the following criteria:
 - a. The course is needed to renew or upgrade a certificate/license the employee must hold in order to keep his/her current assignment
 - b. The course directly relates to the employee's teaching area
 - c. The course has been approved in advance by the Superintendent
2. Reimbursement subject to the current IRS requirements will be paid each year by October 15th for the immediately preceding school year (September 1 – August 31). The sum of \$15,000 for tuition will be expended evenly among teachers taking course work. No one shall be reimbursed more than the cost of the tuition.
3. Appropriate documentation of course completion and the employee's payment of tuition/fee charges must be submitted to the Superintendent's office as a precondition of reimbursement. Course completion documentation may be a transcript or grade report. The course must be completed with a grade of B or higher (P for pass/fail course). An itemized receipt detailing payment for the course work is required. Only required tuition and fees will be reimbursed.
4. Teachers must submit an Application for Tuition Reimbursement, grade report/transcript, and itemized receipts for tuition payment to the Superintendent's office on or before September 15th.