

CLAIM FOR TUITION REIMBURSEMENT

Any teacher may apply for a tuition reimbursement grant. To receive such grant, the teacher shall provide the following documentation.

- 1) Prior application in writing to the Superintendent not later than the date of enrollment in the course for which the tuition grant is sought. Per contract, approval, which shall be at the sole and exclusive discretion of the Superintendent, must be obtained before the remainder of the conditions herein are met.
- 2) Proof of enrollment in an accredited and approved institution of higher education.
- 3) Proof of successful completion with a grade of "B" or better by production of transcript.
- 4) Paid receipt showing total tuition paid.

For coursework directly related to the teacher's content area, as determined by the _____ Superintendent, and where all above conditions are met, a teacher approved for tuition reimbursement grant shall receive such grant in an amount not to exceed \$800 in any School Year (July 1 - June 30)

For coursework not directly related to the teacher's content area, as determined by the _____ Superintendent, and where all above conditions are met, a teacher approved for tuition reimbursement grant shall receive such grant in an amount not to exceed \$400 in any School Year (July 1 - June 30)

Having provided all the necessary documentation (**attached**) I hereby submit my claim for reimbursement of tuition in the amount of :

\$ _____

If applicable:

_____ Completion of this class will result in movement on the salary schedule to _____
Please review my personnel file. _____ indicate step / level

Signature

Date:

Office Use Only

Administrative Approval: _____
Signature Date

Comments: _____

(Revised 08/12)