

# TUITION REIMBURSEMENT

## *Available to:*

1. Members who are in the BA, BA+15, MA, MA+15, and MA+30 columns at Step 15 or less on the salary schedule

Tuition reimbursement will be paid at a rate of \$50 per semester hour for a maximum of nine (9) semester hours within a year (\$450). A year is defined as a contract year and will begin on August 16th and conclude the following August 15th.

In addition, the following conditions must be met:

- Complete and submit a "Request for Pre-Approval of Additional Training" Form to building principal. Be sure to write YES in the "Requesting Tuition Reimbursement" column. This form is available from your building secretary. When the course is approved by the principal and the Leadership/Academic Support Department, you are eligible for reimbursement.
- The member must earn an A or B in the class to be eligible for reimbursement
- Submit an expense voucher accompanied by a receipt for payment of class fees and an official transcript no later than six months after the last day of the class.
- New teachers are eligible for tuition reimbursement for courses beginning on or after the first day of the official school calendar.
- A teacher who is on a full year leave of absence is not eligible for tuition reimbursement
- A teacher who is released or resigns from the district loses rights for reimbursement on the last day of the official school calendar