

Coursework Approval, Request for Tuition Reimbursement

Article 13 Economic Provisions, Section J: Tuition Reimbursement

“Tuition reimbursement will be given with a total fund of \$16,000 using the following criteria:

- 1. Requests should be submitted to the Human Resources Coordinator for pre-approval.*
- 2. Reimbursement is given upon receipt of a grade slip indicating an A, B or P (pass). Reimbursement will not be given for a C or lower grade.*
- 3. District must receive verification that the tuition has been paid.*
- 4. Reimbursement is for tuition, including the cost of credit, only (no miscellaneous fees, books, etc.).*
- 5. Reimbursement will be given on a first-come, first-served basis until funds are gone.*
- 6. The total individual cap will be \$2,000 initially and then an additional \$1,500 if there is money still available.*
- 7. If by June 1st funds are still available employees who have already used their allotted funds can apply for additional tuition reimbursement.”*

The attached form is used for tuition reimbursement:

- Request for Course Approval / Tuition Reimbursement Request. This form is to be used to obtain approval from the Human Resources Coordinator **prior** to taking the course.
- At the completion of the course, these supporting materials must be submitted for reimbursement: receipt showing payment (it should identify tuition and fees) and transcript or official grade slip for each completed course showing the number of credits awarded and the completion date and/or term.

Horizontal Movement on the Salary Schedule:

Horizontal movement may take place annually at the beginning of each school year, provided that all required documentation is submitted to the Human Resources Coordinator prior to December 15.

**Glide School District
Request for
Course Approval / Tuition Reimbursement**

Name _____

<u>Course Number</u>	<u>Course Title</u>	<u>College/ University</u>	<u>Credit Hours (Q or S)</u>	<u>Cost of Tuition</u>
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Teacher Signature _____

Date _____

NOTE: Reimbursement will be made only for those courses that have received **prior approval** from the Human Resources Coordinator.

For Office Use Only

Date request received _____ Supporting Documents Received ☐ Yes ☐ No

Coursework Approval ☐ Yes ☐ No Signature: _____

Comments: _____

Date approved for payment _____ Amount approved _____

☐ Hold for June Disbursement