## **TUITION REIMBURSEMENT**

Approximate Start Date ///

Approximate End Date / /

\*Each teacher shall be reimbursed at a rate up to \$1,000 per contract year for qualified college courses.

In order to qualify for tuition reimbursement, the college course must be approved by the Superintendent. Up to eight (8) hours may be approved that are related to the teacher's assignment. Other reimbursable hours must be part of an approved Master's Degree program.

Once a Master's Degree has been obtained, to receive reimbursement and Superintendent approval, the course shall either improve the teaching ability of the employee, be directly related to the employee's teaching assignment, or be part of a college-qualified degree program in education.

Each teacher must obtain the Superintendent's approval prior to beginning the college course.

An official transcript must be received by the Superintendent prior to the Board authorizing payment at its next regular meeting.

Should a course overlap contract years (i.e., a fall course that begins in August and ends in December) the reimbursement shall be made at the rate in effect on the first day of class attendance for that course.

To advance horizontally on salary schedule (BA/0/0 to BA/8/0), teachers must complete at least eight (8) hours of credit for graduate course work that relates to their teaching assignment and has had the prior approval of the Superintendent. Hours beyond eight (8) will be accepted only if they are part of an approved Master's Degree program.

To advance horizontally on the salary schedule after a Master's Degree has been obtained, teachers will receive credit for graduate course work that relates to their teaching assignment and has prior approval of the Superintendent.

Documentation of graduate credit earned shall be submitted to the Superintendent by September 10 to insure horizontal advancement for the current contract year.

Name	_Position		Date	/ /
College	_Course #		Credit Hours	
Course Title				
Course Description				
Superintendent's Approval			Date	/ /
(For Office Use Only)				
Hours for horizontal advancement		Approval		Deny
Hours for tuition reimbursement*		Approval		Deny
Prior Approval \$0 Thi	is Request \$	<u>.00</u> T	otal of \$	.00
Contract Year, Payment	in the amount of S	\$ <u>.00</u> , is re	quested on	/