

## TUITION REIMBURSEMENT

Reimbursements for courses completed during the school year of July 1st to June 30th will be paid on or before December 15th of the following school year.

Tuition reimbursements shall be made according to the following guidelines:

- A. All tuition reimbursement requests must be submitted to the Superintendent on the application form below **prior to registration** for the course. A copy of the school's fee schedule must also be attached.
- B. Courses must be in the area of classroom assignments or anticipated assignment with priority given to applicants taking courses in their academic subject area(s). Other courses may be approved for reimbursement upon the recommendation of the supervisor and approval of the Superintendent.
- C. Certificated personnel receiving tuition reimbursements must return to Madison-Champaign Educational Service Center the school year following that in which the application for tuition reimbursement was approved in order to receive payment.
- D. Individual reimbursement shall be in accordance with board policy.
- E. To be eligible for payment, a minimum grade of "B" or "Pass" must have been earned in each course for which an tuition reimbursement was requested.
- F. Before reimbursement is made, both a receipt showing **payment for tuition cost** and proof of **satisfactory completion** of the course must be **presented to the Treasurer**. Proof of satisfactory completion of the course shall consist of:
  - 1. An official transcript from the college, university or sponsoring organization; or
  - 2. An official grade slip showing the final grade; or
  - 3. A letter from the college registrar's office confirming the actual completion of the course.
- G. Reimbursement shall only be made if both a receipt showing payment for tuition cost and proof of satisfactory completion of the course are presented to the Treasurer no later than October 1st prior to the scheduled payment date.

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### Employee Information:

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Present Position \_\_\_\_\_ Building Location \_\_\_\_\_

### Course Information:

School Name \_\_\_\_\_ City/State \_\_\_\_\_  
Course Number \_\_\_\_\_ Course Title \_\_\_\_\_  
Tuition Cost Per Hour \_\_\_\_\_ (school fee schedule attached) Number of Qtr/Sem Hour(s) \_\_\_\_\_  
Date Course Begins \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Course Ends \_\_\_\_/\_\_\_\_/\_\_\_\_

Explain how this course is in the area of your classroom assignment(s) or anticipated assignment:

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I understand that reimbursement, *if approved*, will be made after I submit a paid tuition receipt and proof of satisfactory completion after the course ends. Both are required to be submitted to the Treasurer by October 1st prior to the scheduled payment date as stated above.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

### Superintendent's Action:

☐

Approved

☐

Not Approved

Superintendent or Designee's Signature \_\_\_\_\_ Date \_\_\_\_\_

(Keep copies of all documents for your records.)

Original to the Treasurer

cc: employee \_\_\_\_\_

#### Office Use Only:

Documentation Received:

Proof of Payment ☐

Satisfactory Grades ☐

Calculated Tuition Cost \_\_\_\_\_