

**TUITION/BACKGROUND CHECK/LICENSE RENEWAL REIMBURSEMENT REQUEST**

To be eligible for this reimbursement, this form must be turned in to the Treasurer's Office before the first day of class.

NAME (Printed) \_\_\_\_\_ APPLICATION DATE \_\_\_\_\_

In accordance with the Negotiated Agreement between ECTA and the Board of Education of Eaton Community Schools, effective July 1, 2021 through June 30, 2024, I am applying for reimbursement in one of the following areas during Fiscal Year 2023.

\_\_\_\_\_ **A maximum of three hundred dollars (\$300) for Individual Professional Development Plan course work, workshops, or conferences.** Teachers must submit proof of payment for course work, workshops, conferences, and proof of successful completion. No grade lower than a C will be reimbursed. Paperwork must be submitted no later than September 1<sup>st</sup> of the following year after completion of course, workshop, or conference. It is the teacher's responsibility to submit proper documentation in a timely manner. Reimbursements will be made by September 30<sup>th</sup> of the following fiscal year.

Effective August 1, 2021, teachers who receive this three-hundred (\$300) for master's classes that apply to a teacher's maintenance of license will be eligible to receive his or her share of the balance of the fund on a three (3) tier allotment.

- Tier 1 – Initial \$300
- Tier 2 – Up to an additional \$1,200\*
- Tier 3 – Up to 50% of remaining tuition\*

*\* Limited to the total annual set aside amount. If the annual set aside amount exceeds the requests, reimbursements will be prorated.*

COLLEGE \_\_\_\_\_ COURSE NAME \_\_\_\_\_

COURSE NUMBER \_\_\_\_\_ TUITION FEE \$ \_\_\_\_\_

APPROXIMATE BEGINNING AND END DATES \_\_\_\_\_

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\_\_\_\_\_ **A maximum of two hundred dollars (\$200) for required background check and license renewal.** Teachers must submit a receipt for background check and license renewal. Paperwork must be submitted no later than September 1<sup>st</sup> of the following year after completion of background check and/or license renewal. Reimbursements will be made by September 30<sup>th</sup> of the following fiscal year.

Background check \$ \_\_\_\_\_

License renewal \$ \_\_\_\_\_

***I certify that I have at least three (3) years of teaching experience with the Eaton Community School District in order to qualify for Professional Reimbursement.***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Approved for Payment by Treasurer/Designee

\_\_\_\_\_  
Date Approved