THOMPSON SCHOOL DISTRICT

ATTACHMENT 13 - TUITION REIMBURSEMENT

NOTE: This reimbursement is based on yearly board approval and has been approved for the 2022-2023 school year.

QUALIFICATIONS:

1. Licensed employees are eligible to apply for tuition reimbursement.
2. In order to be eligible for tuition reimbursement, a licensed employee must have been effective or highly effective at the time of their final evaluation rating. *Any teacher who is on an improvement plan or a salary freeze due to being deemed as ineffective is* ***not eligible.***

APPLICATION GUIDELINES

1. Application for reimbursement must be made to Human Resources on or before June 1st. Applications will be reviewed and determined if qualifications for reimbursement have been met. Reimbursement payments will be made in June of the current fiscal year. Applications for reimbursement must include the following:
   a. A completed application **for each course** for which you are requesting reimbursement. (If requesting reimbursement for two courses, please complete two forms.)
   b. Proof of payment (receipt) - showing the total tuition amount paid the college/university per class - must be an ***official*** university receipt
   c. Proof of completion ***(official*** transcript)
2. Eligible coursework is only for the current school year/hiring year (Summer 2022/Fall 2022/Spring 2023 Semester).
3. Tuition reimbursement can only be applied for the following:
   - The tuition and fees for:
     - **graduate level** courses only
     - professional development **college** classes
   - No more than $1,000 will be reimbursed to any one employee for any one budget (fiscal) year (July 1 - June 30).
   - Should the request for total reimbursement be greater than the dollars designated by the Board of Education; the dollar amount available for reimbursement per individual will be pro-rated according!y.
4. All incomplete applications will be denied.
5. All submissions must be legible and converted into a PDF format.
6. Email all submissions and attachments to human resources@tsd.org with the subject line **"Tuition Reimbursement"**

TO SUBMIT YOUR PAPERWORK

You must submit all paperwork as a pdf or scanned copy. The form itself is a fillable pdf. Please download the form to your computer, complete the form and then save it to your computer. Then, in an email, attach the completed form, your receipt for tuition (showing payment for the class was completed), and a copy of your official transcript for the class. Send this email to: Denise.Absalom@tsd.org

ATTACHMENT 13 – TUITION REIMBURSEMENT
APPLICATION & ALL ATTACHMENTS
All Paperwork DUE to HR no later than JUNE 1 of eligible years.
Submit by sending a PDF to: Denise.Absalom@tsd.org
Paper copies will not be accepted

Name: _____Current Location: _____

Employee EID: _____ Phone Number: _____Current Position/Grade: _____

Course offered by:
College or University (list school name): _____

Course Title & Short Description: _____

Prefix (Course #): _____

Cost of Class: _____Course Start Date: _____ Course End Date:_____
A detailed receipt for class tuition must be included.

Rationale for taking class (check one box):

- ☐ Professional Growth Plan
- ☐ Career Advancement
- ☐ Technology
- ☐ School Goal
- ☐ Salary Advancement
- ☐ Other_____

_____ _____
Signature of Applicant Date

Copies of course receipt(s) and verification of successful completion (must be an official transcript). All copies must be converted into a PDF. *Tuition Reimbursement is **NOT** included with your normal paycheck; it will be a live check, mailed to your home when issued. Please be sure your home address is correct in the system.*

For HR staff use only

Date Received: _____Date Reviewed: _____ HR Employee: _____

- ☐ Receipt Received
- ☐ Official Transcript Received

Application Approved: _____ Application Denied: _____

If Denied, why: _____

For Business Services use only:

Date of Reimbursement: _____ Amount of Reimbursement: _____