

# TUITION REIMBURSEMENT GUIDELINES

You may refer to your most recent RVEA Contract for a full explanation of the conditions and limitations for tuition reimbursement. The following summation should help you further in the application/reimbursement process. Requests for payments can be made to the superintendent at any time, but please note the following:

Approval Deadline	Scheduled Course Time	Reimbursement Date
<b>April 1</b>	Summer Semester (June-Aug.)	Regular Board Meeting
For the increment to be paid in	Fall Semester (Sept.-Dec.)	following completed course
the following school year.	Spring Semester (Jan.-May)	documentation submission

1. Submit the completed application form to the Superintendent's Office for approval by the deadline date. These forms are available on the District's website. (Late applications are held one reimbursement cycle)
2. Once you receive approval from the Superintendent's Office, register for the class.
3. Upon completion of the approved course(s), submit the following information to Joy Watt, Business Office, for reimbursement.
  - ▶ Copy of the approved tuition reimbursement form, signed by the Superintendent
  - ▶ Itemized tuition charges
  - ▶ Proof of payment (cancelled check or computer printout) showing a breakdown of the charges and payments
  - ▶ Official transcript with final grade (from the college, not from the Internet)

If you have any questions regarding tuition reimbursement, please email or call me.

Joy Watt  
 Business Office/Accounts Payable  
 watt.j@rvsdpa.org  
 724-459-5500, ext. 1105