

CICERO SCHOOL DISTRICT 99
APPLICATION FOR APPROVAL OF COLLEGE/UNIVERSITY COURSEWORK FOR REIMBURSEMENT

This form must be completed and submitted to the Office of the Superintendent 30 days before the course start date.
If accepted into a master's program or cohort, a letter of acceptance and course list reflecting the start dates must be attached.

Date of Application

Name of Staff Member

School

Grade and Subject

Title of Course

Course #

Graduate/Undergraduate

Name of College or University

of Semester Hours

Is this an online course? ____ Yes ____ No

Day(s) Course Meets

Location (city)

Course Dates (Beginning – End)

Reimbursement Amount

Purpose for Attending

Tuition for Course _____

Cost of Workshop/Conference _____

Total _____

Reimbursement Amount _____
(maximum 75% of total)

- Upon completion of coursework, submit Request for Reimbursement for Approved Course of Study Form with proof of payment and grade report. Reimbursement will not be granted if this form is received beyond 60 calendar days of course completion.
- If submitting for Workshop/Conference reimbursement, a completed form for an Application for Approval for a Professional Workshop/Conference must be attached.

Acknowledgement of Reimbursement Conditions

By signing below, Employee acknowledges and understands the following:

1. In order to be approved, any undergraduate work must be part of a program seeking an endorsement or additional certification in another area that must be obtained for current teaching position.
2. In order to be approved, any coursework must be for the purpose of improving skills as relating to job or pursuing a degree in education.
3. The District approves and distributes reimbursements on a first come, first serve basis up to a maximum amount, for both an individual Employee and an applicable bargaining unit, in accordance with the provisions of the applicable collective bargaining agreement, Board Policy, or employment agreement.

Agreement to Reimburse the District Upon Separation from Employment

If the District grants the tuition reimbursement, I hereby agree that if I separate from employment within the fiscal year following completion of the approved coursework, that I shall reimburse the District for the entire amount of tuition assistance/reimbursement paid by the District during the year of my separation and the classes taken in the previous fiscal year. I further agree that if I separate from employment with the District during the fiscal year following the completion of the approved coursework, on the event I owe a refund pursuant to the above noted terms and conditions, I agree, consent, and hereby authorize the District to withhold from my final check or disbursement of any kind such amounts as may be necessary to satisfy any balance due pursuant to this agreement and to the extent allowed by law. Such withholding may equal the entire amount of said final check or disbursement and may or may not fully satisfy my outstanding balance. In the event that the entire amount of my final check or disbursement does not satisfy the balance due, the District hereby reserves the right to pursue all legal and equitable means at its disposal to collect such balance due.

Employee Signature

To Be Completed By District

____ Approved for Reimbursement

____ Denied for Reimbursement

____ Maximum Reimbursement Reached for Individual

____ Late Submission

____ Maximum Reimbursement Reached for CBA Unit

____ Course Not Applicable to Certification

____ Other

Principal

Date

Asst. Supt. Educational Services

Date

Superintendent

Date

Course Tuition Reimbursement Procedures

Staff members, including teachers and administrators, need to complete a blue *Application for Approval of College/University Coursework for reimbursement*. A copy of the description of the course must accompany the application or it will be returned. This information must be submitted to the building principal or the administrator's supervisor. All course forms are then forwarded to the Office of the Superintendent and must be received **30 days** prior to the start of the course.

Teachers and administrators should not register for the course until they have been notified that they are approved. Not all course requests are approved.

Employees taking coursework that is part of master's program need to submit the letter of approval/acceptance into the program and a list of the coursework reflecting start and end dates **before** the program begins. Once approved, subsequent *Application for Approval of College/University Coursework for Reimbursement* forms are not required for pre-approval.

Decisions will be made no later than 10 calendar days prior to the first day of the requested course provided the request was received in a timely manner. Staff will be notified of approval or denial by email.

Once a course is completed, the employee must submit a *Request for Reimbursement for Approved Course of Study and Workshop with Course Credit* along with official transcripts or grade report and tuition bill reflecting cost of tuition, fees are not applicable for reimbursement. The employee has 60 days from the last day of class to submit the reimbursement request. Forms received after 60 calendar days from course completion will be denied.