

**HENDRY COUNTY SCHOOL DISTRICT
ADVANCED DEGREE
TUITION REIMBURSEMENT PROGRAM APPLICATION**

A separate application must be submitted for each request for reimbursement. The completed application with all supporting documentation as listed in the eligibility criteria must be received by the District Human Resource Office on or before Sept. 1st to qualify for reimbursement of prior year course-work.

GENERAL APPLICATION INFORMATION:

NAME: _____
LAST FIRST MIDDLE

Employee ID# _____ FLORIDA TEACHER'S CERTIFICATE # : _____ SCHOOL _____

POSITION: _____ DEGREE SOUGHT: _____

DATES OR TERM OF ENROLLMENT FOR THIS APPLICATION: FROM: _____ TO: _____

COURSE #	COURSE TITLE	GRADE	INSTITUTION ATTENDED	TUITION COST

STATEMENT OF APPLICANT:

The Applicant certifies that:

1. I have read and understand the eligibility criteria of the Advanced Degree Tuition Reimbursement Program as outlined in the HCEA Collective Bargaining Agreement Article 16.08 and 16.081.
2. Any funds acquired in the future from other reimbursement programs for the courses listed above will be paid to the Hendry County School District.

APPLICANTS' SIGNATURE _____ DATE: _____

HUMAN RESOURCE OFFICE USE ONLY

_____ TOTAL HOURS REQUESTED BY THIS APPLICATION TOTAL PAYMENT _____

_____ TOTAL HOURS APPLIED TO THE _____ FISCAL YEAR

THIS APPLICATION MEETS REQUIREMENTS AND IS FORWARDED TO FINANCE FOR PAYMENT OF \$ _____ PER SEMESTER HOUR

SUPERINTENDENT'S SIGNATURE _____

HENDRY COUNTY SCHOOL DISTRICT
ADVANCED DEGREE
TUITION REIMBURSEMENT PROGRAM

I.ELIGIBILITY CRITERIA

From funds available for this program, the District is authorized to reimburse the tuition of a teacher who is pursuing a graduate degree program at the Master's level who meets the following criteria:

- A. Teacher is on an annual, professional service, or continuing contract with the Hendry County School District at the time of reimbursement. A Teacher must have worked for Hendry County School District for a minimum of three (3) consecutive years.
- B. Enrolls in course(s) at the graduate level leading to a single, initial, pre-approved Master's degree program.
- C. Passes an appropriate course with a minimum grade of A or B (Courses taken on a pass/fail basis will not be reimbursed).
- D. Submits a completed Advanced Degree Tuition Reimbursement Program Application (Form CPD 00165).
- E. Submits documentation of acceptance into a graduate degree program in the form of a letter or statement of acceptance.
- F. Submits a copy of a transcript or grade slip for the requested courses.
- G. Submits a copy of a receipt for credit hour fees paid.

II. APPLICATION PROCEDURES

A separate application must be submitted for each request for reimbursement. The completed application with all supporting documents must be received by the District Human Resource Office on or before September 1st for reimbursement of prior year course-work.

- A. Complete application Form CPD 00165.
- B. Attach copy of acceptance into an advanced degree program with first application.
- C. Attach copy of transcript or grade slip.
- D. Attach copy of receipt for credit hour fees paid.

III.REIMBURSEMENT

Reimbursement is limited to nine (9) semester hours of credits per fiscal year (or an equivalent amount in quarter hours) at a rate equivalent to the state university systems cost per hour as outlined in the HCEA Collective Bargaining Agreement Article 16.08 and 16.081.

Revised 8/1/2019