

**SPENCERVILLE LOCAL SCHOOL DISTRICT
TUITION REIMBURSEMENT APPLICATION**

Application Deadlines

May 15 - Summer Session
First Wednesday after Labor Day - Fall Session
December 1 - Winter Session
February 15 - Spring Session

1. Name of Teacher _____

2. Position in District _____

3. Contract Status _____

4. Current Certificate/License _____

5. College or University you Plan to Attend (include address)

6. Course/Course Description

7. Number of Hours you Plan to Take _____ Semester ____ (Please check one)
Quarter ____

8. Purpose of Applying for Tuition Reimbursement (Please check all that apply)
____ Recertification
____ Upgrade Teaching Skills to Meet School Goals
____ Obtain Certification to Teach Course Requested by Administration
____ Other (explain) _____

9. Hourly Cost of Course Referenced on This Application \$ _____ Per Hour

Applicant Signature _____ Date _____

NOTE: Reimbursement is limited to three (3) semester hours or four and one half (4 ½) quarter hours in any one year allowance period.

The Board shall allocate a maximum of \$7500 for each July 1 to June 30 allocation period. The Superintendent may increase the number of hours that can be reimbursed in a particular year if there are sufficient funds left in the total annual allocation.

Reimbursement shall not exceed 50% of the tuition cost, not to exceed \$120.00 per approved semester hour or \$90.00 per approved quarter hour - this will be prorated for part-time employees.

Payment will be made one time per year (last pay in May) upon submission of an official grade card verifying successful completion of course or courses. Applicant also must submit verification of payment for course work.

1. Number of Hours Applied For _____
2. Anticipated Reimbursement to Applicant
(Based on Items 7 and 9 From Application) _____
3. Approved _____
Disapproved _____

Superintendent Signature _____

Date _____

- F. Teachers shall be eligible for a 1% lump sum bonus if the District achieves "Excellent Status" on the Ohio Department of Education Grade Card or if the District achieves a 20 out of 20 score on the academic portion of the Grade Card. The 1% bonus shall be based upon the teachers' regular salary during the school year for which the Grade Card is based. Teachers who are on a leave of absence for any portion of the year shall receive a pro rata payment of the 1% bonus. Long term substitutes shall be eligible for a pro rata payment if they teach in one specific teaching position for sixty consecutive school days. A separate check will be paid on the Friday after the second pay in October.

ARTICLE XIII - SUPPLEMENTAL SALARIES

- A. Teachers employed for supplemental duties shall be paid in accordance with Appendix D to this Agreement, calculated on the base salary.
- B. Supplemental contracts shall be for no longer than one school year and shall expire automatically, without further action or notice by the Board.
- C. The listing of a position on the supplemental schedule does not require the Board to fill it. The decision whether and when to fill a vacancy shall be the sole prerogative of the Superintendent.

ARTICLE XIV TUITION REIMBURSEMENT

1. To be eligible for participation in the tuition reimbursement program, a bargaining unit member must:
- a. Be under full-time or part-time contract at the Spencerville Local School District prior to applying for reimbursement for courses under this program.
 - b. Be working under a full-time certified regular limited or continuing contract with the Spencerville Local School District both when the course is taken and when

- reimbursement is requested.
- c. Hold a provisional certificate/license or higher in the field in which the bargaining unit member is serving.
 - d. Take courses in the bargaining unit member's actual teaching field of service or in other areas approved in advance by the Superintendent.
 - e. Take courses from an institution approved for teacher education and approved by the Superintendent.
 - f. Complete the course with a grade B or better. Pass/Fail credit will not be applicable, if the course may be taken for a letter grade. The bargaining unit member shall provide certification of the unavailability to enroll in a specific college course for a letter grade.
 - g. Remain a full-time employee of the Board for a full year following the completion of a course or refund the Board the tuition allowance received. (This refund can take place either by withholding from the bargaining unit member's last check or by the bargaining unit member paying the Treasurer directly.)
2. Application shall be made and approval shall be obtained in the following manner:
- a. Applications shall be submitted to the Superintendent's office by May 15 for summer session, by the first Wednesday after Labor Day for fall quarter or semester, by December 1 for winter quarter or second semester, and by February 15 for spring quarter.
 - b. Applications shall be approved or disapproved by the Superintendent. Priority shall be given to bargaining unit members enrolled in courses needed to upgrade their skills to meet school goals, to bargaining unit members enrolled in classes for recertification, and to bargaining unit members enrolled in courses needed for

certification to teach a subject to serve in a capacity requested by the administration.

- c. Reimbursement shall be limited to three (3) semester hours or four and one-half (4 ½) quarter hours in any one-year allowance period (July 1 to June 30).
- d. Reimbursement may not be sought for courses for which other reimbursement has or will be received, such as professional leave, a grant or fellowship.

3. Reimbursement will be made in accordance with the following manner:

- a. The Board shall allocate a maximum of \$7,500 for each July 1 to June 30 allocation period. The Superintendent may increase the number of hours that can be reimbursed in a particular year if there is sufficient money left in the total annual allocation.
- b. Within the limitations of (b) and (c)(1) above, the bargaining unit member shall be reimbursed at the rate of fifty percent (50%) of the tuition cost, not to exceed \$120.00 per approved semester hour or \$90.00 per approved quarter hour. This will be prorated for part-time employees.
- c. Reimbursement shall not exceed the actual cost of tuition.
- d. Payment shall be made one time per year (last pay in May) upon submission of an official grade card verifying successful completion of the course or courses, and an official receipt or other documentation acceptable to the Superintendent verifying payment. By June 30 of each year, a teacher who has earned additional college credit must file an official transcript with the Superintendent in order to be eligible for reimbursement during the next year (July 1 – June 30).