

Hillsboro City Schools
Procedures for Tuition Reimbursement

- Teachers who wish to participate in tuition reimbursement must adhere to the dates listed, fill out and return this form to the Director of Personnel.
- All hours considered for reimbursement must be for work beyond the B.A. Level
- The maximum number of hours, for reimbursement: **up to 7 semester hours /or up to \$4000 for tuition.**

Name: _____

Date: _____

Course number and Title (one course per application page)

Name and address of Institution:

Number of semester credit hours: _____

Cost per semester hour: _____

Date(s) of course: _____

**** In order to receive reimbursement, you must:**

- Fill out this sheet and send to the Personnel Director, **Prior to completing the course**
- Attach the proof of payment to this sheet for the course(s) you are taking
- A grade report or transcript for the course(s) taken, **this will be sent to the Personnel Director after completing of the course.**
- Teach in Hillsboro City Schools the following year.

Notes:

The guidelines for tuition reimbursement are in the negotiated agreement, Article XII.

You will receive an email confirming your request, when the above form is received by the Personnel Director. Course(s) must be satisfactory completed between July 1-June30 (summer, fall winter, spring). All requirements for reimbursement must be received by Personnel Director by September 1. Payment for satisfactory completed forms will be paid on or before the October 15th pay period.

***If any questions, please contact the Personnel Director.*