

EASTWOOD LOCAL SCHOOLS – TUITION CREDIT REIMBURSEMENT

NAME: _____

1. A licensed/certificated staff member shall receive up to **Two Hundred and Fifty Dollars (\$250.00) per quarter hour and Three Hundred and Fifty Dollars (\$350.00) per semester hour** for a **total of up to One Thousand Four Hundred Dollars (\$1400.00)** per contract year (September to August) for tuition expenses incurred in the pursuit of additional training. The following stipulations apply:
 - a. The tuition reimbursement account will have a total of Forty Thousand Dollars (\$40,000) per year available to staff for such purpose.
 - b. **Coursework must have prior approval of the Superintendent.**
 - c. Academic credit must come from an accredited university and apply to a degree or to the Professional Development Plan, if applicable.
 - d. Coursework taken in a content area must be taught in the college or department of certification/licensure held by the staff member.
 - e. Undergraduate or graduate hours apply if they are in pursuit of new or additional licensure.

2. Reimbursement shall be made to the licensed/certified staff member by the first pay by September 14th providing that receipts and proof of completed training which may include either records of grades or transcripts has been presented to the Treasurer. No deductions will be made from the reimbursement check. In the event that requests for reimbursement exceed the amount in the account, each person will receive a proportionate share based on the hours submitted.

3. A reconciliation of the Tuition account shall be made available to the President of the EEA by October 1st of each contract year.

NAME OF COLLEGE OR UNIVERSITY: _____

TOTAL AMOUNT REQUESTED: \$ _____

SEM/QRT HOURS	COURSE TITLE & NUMBER	DATE(S) TO BE TAKEN

(Signature of Certified Staff Member) **(Date)**

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 _____ Approved
 _____ Disapproved Reason: _____

 Superintendent's Signature (Date)