

# Tuition Reimbursement

Steps and procedures





# Step 1 Application for College Reimbursement

To be eligible for reimbursement for college tuition, complete the [Application for College Reimbursement form](#) and forward to your building principal for approval. Once the principal has signed off, the paperwork is forwarded to the superintendent for approval. After both approvals are secured, a copy of the application will be emailed back to the requesting staff member with the application status.

Paper copies or emailed copies will be accepted for approval.



## Step 2 Requisition

If your application is approved, please complete a [Requisition](#) and turn into your building secretary to process the purchase order process. Please include the class information on the requisition. Once you receive the approved purchase order you may register for your class.

The embedded form links that are shared in this packet are shared through the Google drive. If you make a copy of the form before completing any personal information into your personal drive, you will have your own copies in your drive to refer to.

Paper copies or emailed copies will be accepted for approval.



## Step 3 Expense Reimbursement

Certified staff may be reimbursed for tuition a rate of \$500.00 per semester hour, \$450.00 per quarter hour with a maximum of \$1500.00 per year for college courses taken in the teacher's present instructional responsibility. Classified staff may be reimbursed up to \$500.00 per year for related professional development courses taken in the employee's present job responsibilities.

Staff will complete and sign an [Expense Reimbursement Form](#), submit proof of payment (receipt), along with grades for the completion of the class. Forward the completed expense report to the building secretary to obtain approval path from the principal.

Paper copies or emailed copies will be accepted for approval.