



<u>For Office Use Only</u>
HR RECEIVED DATE:
HR MANAGER VERIFICATION:

TUITION REIMBURSEMENT REQUEST FORM

NAME:	SUBJECT/GRADE ASSIGNMENT:
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Mackay
 Maugham
 Smith
 Stillman
 Middle School
 High School
 Central Office

PART I: In accordance with Article IV, Association Rights and Responsibilities, Section E of the TEA Agreement, each teacher may be reimbursed for a maximum of six (6) credits in the fall and six (6) credits in spring, with no more than twelve credits in a single calendar year (including summer course credits) and no more than \$2,000 total reimbursed per teacher per year.

If the total cost of all teacher graduate credits to be reimbursed in any one fiscal year (January 1 to December 30) exceeds the pool of money available, which shall be \$51,000 per year beginning in 2022–2023, reimbursement amounts shall be pro-rated on the basis of a specific dollar amount per credit equal to the funds available.

If the total claims exceed the pool of money available, the pool shall be divided equally among all eligible teachers. If total claims are less than the amount available in the pool, the surplus shall be divided equally among all teachers showing proof of payment of the amount exceeding \$2,000.

In order to be eligible for reimbursement, a completed Request for Graduate Credit Approval Form must be received by the Superintendent of Schools or designee at least three (3) weeks prior to the actual beginning of the course being claimed for reimbursement and must be approved by the Superintendent of Schools or designee before the course actually begins. Proof of successful completion of an approved graduate course with a grade of “B” or better (including evidence of what credit was awarded) must be received by the Superintendent of Schools or designee on or before June 30th of the year for which reimbursement will be given. Failure to produce such proof by the 30th of June of the fiscal year for which a claim for reimbursement is made will result in making such a claim no longer valid. However, courses completed in May and June for which the documentation has not been produced must be produced by August 31st and credited to the next year’s allocation or else a claim will no longer be valid. Courses must begin no later than April 30th in order to receive tuition reimbursement for that school year. Courses beginning after April 30th will be reimbursed out of the following year’s reimbursement pool. Online course work must be completed within the school year for which it was approved for reimbursement. Reimbursement payments shall be distributed no later than July 31st immediately following the end of each fiscal year.

PART II: In order to be eligible for reimbursement, please submit a paid bursar’s receipt from your college or university that contains: 1) Course Number(s), Name of Course(s), Amount of Credits Taken and Tuition Cost per Course.

PART III: Kindly certify the information below and submit your request to Human Resources:

- I received the requisite approval for the course(s) that I am seeking reimbursement for.
- I attached the paid bursars receipt for the approved courses, containing the information requested.

APPLICANT SIGNATURE AND ACKNOWLEDGEMENT:	DATE:
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