



# College Tuition Credit Reimbursement Request

Employee Name: \_\_\_\_\_

## Information/Instructions for Reimbursement

Complete this form **with attached proof of credits received (i.e. transcript) and proof of payment**. If you wish to use the credits to move across the salary scale, it is your responsibility to provide an official transcript to payroll as well as attach proof of credit to this form.

- Credits are reimbursed for the contract year they are received (a contract year runs from September to August)
- Reimbursement requests are paid twice a year: February and October
- District contributions for tuition are not eligible for reimbursement
- Employee must be on current contract at time of reimbursement
- Reimbursement for the ABCTE assessment will require proof of payment and successful completion
- Cost of credits may vary and should be considered when submitting requests. A change of credits for the same contract year will not be considered.

Deadlines for submitting claims:

- September 15<sup>th</sup> for courses taken after February 1<sup>st</sup>
- February 1<sup>st</sup> for courses taken after September 15<sup>th</sup>

Reimbursement limits:

- Maximum reimbursement per contract year:
  - \$403.93 per credit for the 2024/25 contract year
  - \$401.00 per credit for the 2023/24 contract year
- Maximum of 3 Credits per contract year
- Successfully completed ABCTE assessments will be reimbursed the equivalent of 3 credits at the approved rate for the year the assessment was finished

Course/Workshop Title	College

Credits Received	Date Completed	Tuition Paid by Teacher

Course/Workshop Title	College

Credits Received	Date Completed	Tuition Paid by Teacher

Course/Workshop Title	College

Credits Received	Date Completed	Tuition Paid by Teacher

Employee Signature: \_\_\_\_\_