

TUITION REIMBURSEMENT SUPPORT PROFESSIONAL STAFF

TUITION REIMBURSEMENT APPLICATION FOR COURSE WORK COMPLETED JULY 1, 2024-JUNE 30, 2025

Effective July 1, 2006, there will be an allocation based upon the schedule below for tuition reimbursement. Payment will be made for the tuition costs for a course(s) taken pertaining to job responsibilities and/or professional growth, not to exceed the cost of the course in any fiscal year according to the amounts allocated as follows:

2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
\$11,000	\$11,000	\$11,000	\$11,000	\$11,000

No one shall receive a payment greater than the cost of their credits. The individual will be reimbursed up to a minimum amount equal to three (3) credits per course with a maximum of six (6) per year. Approval for reimbursement of all courses must be pre-approved by the Superintendent or his designee. Reimbursement will be made at the Butler County Community College rate unless otherwise pre-approved by the Superintendent. Only courses having a “B” grade or better will be reimbursed.

EXAMPLES OF INDIVIDUAL CALCULATIONS BASED UPON THE 2024-2025 BUTLER COUNTY COMMUNITY COLLEGE TUITION RATE OF \$130 PER CREDIT			
Support Professional Employee	Credits Submitted	x	Reimbursement Per Credit
A	3		\$405
B	6		\$810

If an employee who received tuition reimbursement voluntarily leaves employment with the district after receiving tuition reimbursement, the employee will be responsible for repaying the district 50% of what was reimbursed in the twelve (12) months preceding the last day worked by the employee.

To receive payment, the support professional employee must provide the Superintendent with a copy of the fee statement, a copy of the grade report, and proof of enrollment status. An official transcript from the office of the registrar must also be on file in the Superintendent’s Office, and only courses having a grade of “B” or better will be reimbursed.

At a minimum, the institutions from which the credit is received must be accredited and approved by the Superintendent and one which would be acceptable to the Pennsylvania Department of Education.

Professional Development for Paraprofessionals: The District shall provide the mandated professional development hours annually required for paraprofessionals. Hours will be provided at the District.

SUPPORT PROFESSIONAL STAFF

TUITION REIMBURSEMENT APPLICATION FOR COURSE WORK COMPLETED JULY 1, 2024-JUNE 30, 2025

APPLICATION AND ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED
NO LATER THAN JULY 31, 2025.

Last Name

First Name

Middle Initial

Requested amount of tuition reimbursement: \$ _____

(Reimbursement will be at the 2024-2025 Butler County Community College rate of \$135 per credit; Maximum amount is not to exceed the cost of the course(s). Do not include any course fees as these are not reimbursable).

Granting Institution: _____

Number of Applicable Credits: _____

(Maximum amount is not to exceed six (6) credits per fiscal year: July 1, 2024-June 30, 2025)

Course Numbers & Title/Description

Start Date

Completion Date

The following documents **MUST** be submitted along with this form for your tuition reimbursement to be processed:

_____ **Official transcript** from the office of the registrar showing a grade of "B" or better. **Transcripts may be sent via US Mail and must be received no later than July 31, 2025, to: Ellen Scott, 110 Campus Lane, Butler, PA 16001. Electronic transcripts will be accepted but must state "Official Transcript".**

_____ **Paid, itemized, course receipt** for credits for which you are applying for reimbursement. Paid receipt should list individually the course name and the amount charged for the course. If participating in deferred billing, the course receipt should be paid in full with the exception of the courses being submitted for tuition reimbursement. ***Do not include any course fees as these are not reimbursable.***

_____ **Request For Check** form completed (attached). Please complete the form in its entirety.

Application, and all required documentation, must be submitted no later than July 31, 2025, to: Ellen Scott, Administration Office. Submissions received without all required documentation, with the exception of the transcript if being sent separately, will be returned.

**Tuition reimbursement will be paid via check once documentation is processed and payment is approved by the Board of School Directors.
Reimbursement will not be within the employee's payroll direct deposit.**

BUTLER AREA SCHOOL DISTRICT

TUITION REIMBURSEMENT - REQUEST FOR CHECK

<p>MAKE CHECK PAYABLE TO: (COMPLETE ALL INFORMATION)</p> <p>_____</p> <p>NAME</p> <p>_____</p> <p>STREET</p> <p>_____</p> <p>CITY STATE ZIP CODE</p>	<p align="center">OFFICE USE:</p> <p>Budget Item: _____</p> <p>OK'd by: _____</p> <p>OK's by: _____</p> <p>Check No.: _____</p> <p>Date Paid: _____</p>
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AMOUNT OF TUITION REIMBURSEMENT REQUESTED

Please complete the course information below for tuition reimbursement.

Do not include any fees as they are not reimbursable.

COURSE NUMBER	COURSE TITLE	TOTAL CREDITS	COST PER CREDIT	TOTAL COST OF COURSE	BUDGET ITEM OFFICE USE ONLY

TOTAL AMOUNT OF TUITION REIMBURSEMENT REQUESTED:

CHECK REQUESTED BY (SIGN NAME): _____

DATE OF REQUEST: _____

SEND COMPLETED CHECK REQUEST, ALONG WITH ALL REQUIRED TUITION REIMBURSEMENT DOCUMENTATION, TO: ELLEN SCOTT, ADMINISTRATION BUILDING.