Union Public Schools
Certified Personnel Higher Education Course Reimbursement

Application

The following procedures have been adopted to disburse the annual fund negotiated by the UCTA for higher education course reimbursement.

1. The cost will be based on a maximum of up to $100 per credit hour for tuition for graduate courses, $50 per credit hour for undergraduate courses, plus $20 per credit hour for fees and cost for books (required course materials).
2. Reimbursement is based on a maximum of 6 credit hours course work per certified employee per semester (i.e., summer, fall, spring). Totaling no more than 18 hours per fiscal year.
3. Pre-approval application is due by the end of the first week of college classes. **Please attach official verification of paid tuition charges, as well as receipts for fees and books with this application**.
4. Course grades are due after the end of the semester except for the spring semester which **must arrive in the Federal Programs office no later than May 25th**. See back page for due dates.

Name:_____ Date: _____

Work Site #_____ Position: _____

Years with the district:_____ Full Time ☐ Yes ☐ No

What degree program are you working toward or how will this course be beneficial to you and Union Public Schools?_____

Name of institution attending: _____

Semester (please mark one): **Summer** ☐ **Fall** ☐ **Spring** ☐

Course Title	Course #	Credit Hours	Course Grade	Initial	Date
OFFICIAL USE ONLY - Total number of hours earned:			*HOURS PAID:*		*$*
			FEES PAID:		*$*

I have read and understand the eligibility requirements as stated on the back of this form.

_____ _____

Employee Signature Supervisor Signature

Employee Mailing Address: _____

Employee Telephone #: _____

OFFICIAL USE ONLY:

Approved:

_____ _____

Director of Federal Programs Date

10/05/2023

Union Public Schools
Certified Personnel Higher Education Course Reimbursement

Higher Education Tuition Reimbursement Policy

Certified personnel actively employed by the district through June 30 of the current school year who complete graduate level courses in their field of instruction from an accredited college/university or in college courses related to obtaining additional professional qualifications and who complete such courses and receive a grade which is equivalent to at least a 3.0 on a 4.0 scale, shall be reimbursed a portion of the tuition. Application must be made through the Director of Federal Programs. An annual fund of $20,000 has been established for this purpose. If requests exceed the annual fund, then the district may prorate the reimbursement rate. Reimbursement will be made in accordance with tax laws.

PROCEDURES:

The following procedures have been adopted to disburse the annual fund negotiated by the UCTA for higher education course reimbursement.

1. The reimbursement will be based on a maximum of up to $100 per semester hour for graduate courses or up to $50 per semester hour for undergraduate courses, plus $20 per credit hour for fees and cost for books (required course materials).

2. A maximum of six (6) hours of course work per certified employee per semester (i.e., summer, fall, spring) may be reimbursed.

3. Employees are responsible to:

    A. Submit applications for approval to the Director of Federal Programs by the end of their first week of college classes with tuition verification charges and receipts for fees and books.

    B. Provide an official verification of tuition charges and a course grade (i.e., transcript, grade sheet) by:

    October 1 for summer course work
    January 31 for fall course work
    May 25 for spring course work

4. Final grade(s) and tuition charge(s) verification will be approved by the Director of Federal Programs at the Education Service Center. If approved, reimbursement will be made to the recipients by June 30.

5. To remain eligible for reimbursement, the employee must be on active, full-time, regular status throughout the semester.

Updated 06/29/2023