Union Public Schools
Support Personnel Higher Education Course Reimbursement

Reimbursement Request

This application can only be submitted after:

1. A Pre-Approval Application has been submitted prior to the end of the course(s)
2. You have been furnished a purchase order number from Union's Accounting Department.
3. You have completed your courses and have been issued grades.

Please attach the following to this request:

1. Official grades.
2. Itemized receipt of tuition and fees from your institution.
3. Receipts from textbook purchases.

Name: _____ Date: _____

Work Site: _____ Position: _____

Name of Institution Attending: _____

Union Public School Purchase Order Number: _____

Course Title	Credit Hours	Beginning Date of Course	Ending Date of Course	Cost of Book

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

_____ _____

Employee Signature Supervisor Signature

Office Use Only

Tuition	
Fees	
Book Cost	
Total	

Comments: _____

Approval:

_____ _____

Chief Financial Officer Committee Members

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Policy

Union Public Schools encourages employees to continue their education and, with this in mind provides the following educational assistance based on a fund established each fiscal year for the district.

ELIGIBILITY:

1. Active full-time regular (30 hours or more) employees are eligible after one year of continuous regular employment with Union Public Schools.

2. Only college credit approved courses, academically accredited schools and/or district offered and approved programs qualify for educational reimbursement. College selection must be approved by the Tuition Committee.

3. Courses must be beneficial to the employee and Union Public Schools in current or future assignments as determined by the Tuition Committee. Course or course study for degree program must be applicable to a position with Union Public Schools. Non-degree related courses must be beneficial to the employee's current position and Union Public Schools. If the applicant is not working toward a degree program, a detailed explanation of the necessity of this course to the employee's current position is required by his/her immediate supervisor.

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

REIMBURSEMENT:

1. Reimbursement for approved courses will be based on a maximum of:
   $100 per credit hour for tuition
   $20 per credit hour for fees
   cost for books (required course materials)

2. Reimbursement is based on a maximum of:
   6 credit hours between August and December (Traditional Fall Semester)
   6 credit hours between January and May (Traditional Spring Semester)
   3 credit hours between June and July (Traditional Summer Semester)
   Totaling no more than 15 hours per fiscal year.

3. Reimbursement payment for tuition, fees and books will be based as follows for official grades:
   A or B -100% of allowable amount
   C -75% of allowable amount
   D-F -0%

4. Tuition committee does not carryover, hold or pro-rate credit hours exceeding the 3/6/6 split, (15) total hour maximum or tuition over the $100.00 per credit hour tuition & $20.00 per credit hour fees policy.

5. Employees who fail to meet any of these requirements, other than eligibility and crossing of fiscal years, will be considered in June for reimbursement. Consideration will apply ONLY if all paperwork is submitted by January 10th, employee is still employed June 10th and if any monies are remaining in the budget.

6. Employees qualifying for Pell grants or grant money must inform the Tuition Committee of amounts and provide specific paperwork regarding amounts applied to tuition, fees and books.

7. Any addition charges or credit hour overages due to college selection will be the responsibility of the student.

PROCEDURES:

1. Fill out the **Pre-Approval Application** found on the employee intranet under forms.
   a. Fill out completely and have signed by yourself and your supervisor
   b. Attach a degree sheet for and submit form to Kammie Sawyer at the ESC prior to classes ending
   c. Once form is processed you should receive notice of a Purchase Order produced from Accounts Payable

2. When classes are completed fill out the **Reimbursement Request** found on the employee intranet under forms.
   a. Fill out completely and have signed by yourself and your supervisor
   b. Attach the following and submit to Kammie Sawyer at the ESC for processing:
      Official Grades of Approved Courses
      Itemized receipt for tuition and fees
      Receipts for textbooks

(Updated 1/05/17)