Union Public Schools
Support Personnel Higher Education Course Reimbursement

Pre-Approval Application

The following procedures have been adopted to disburse support personnel higher education course reimbursement.

1. The cost will be based on a maximum of $100 per credit hour for tuition, $20 per credit hour for fees, and cost for books for approved courses.
2. Reimbursement is based on a maximum of 6 credit hours between August and December, a maximum of 6 credit hours between January and May and a maximum of 3 credit hours between June and July. Totaling no more than 15 hours per fiscal year.
3. Pre-approval application is due prior to the end of the course, **please attach a degree sheet with this application**.
4. Reimbursement application (found on the employee intranet) is due after the end of the course and **must include course grades and itemized receipts for tuition, fees, and books**.

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: _____

Course Title	Credit Hours	Beginning Date of Course	Ending Date of Course	Estimated 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

Estimated Tuition	
Estimated Fees	
Estimated Book Cost	
Total	

Approval:

_____ _____
Chief Financial Officer Committee Members

Union Public Schools

Support Personnel Higher Education Course Reimbursement

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 Parker 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 Parker at the ESC for processing:
      Official Grades of Approved Courses
      Itemized receipt for tuition and fees
      Receipts for textbooks

(Updated 1/05/17)