



REQUEST FOR TUITION REIMBURSEMENT

Employee Name _____

Date Request Submitted _____

Address _____

Contract Year 9/1 – 8/31	Institution	Course Number & Course Title	# Hours Completed	# Hours to be Reimbursed	Amount Allowed Per Credit Hour	Amount Approved for Course
					\$	\$
					\$	\$

Article XX, Section J. Tuition Reimbursement

Tuition reimbursement will be made only as specified below:

- A. For course work required by the Board under Article X., Section D.
- B. All Bargaining Unit Members who have not reached the MA+30 status will be reimbursed for actual tuition costs, not to exceed \$1,500 per year.
- C. All Bargaining Unit Members who have reached the MA+30 status will be reimbursed a maximum of \$600 per year for graduate courses.
- D. Tuition reimbursement will only be for courses completed during the duration of the association Agreement.

The Superintendent may authorize credit for workshop hours offered through the Kent Intermediate School District or other sponsoring organization when university credit is offered upon payment of tuition provided workshop requirements are the same as the university credit requirements.

No tuition payment shall be in addition to tuition paid under any other grant or scholarship.

To receive tuition reimbursement, evidence of successful completion of the approved courses must be presented to the Superintendent. Each individual requesting tuition reimbursement shall be responsible for reporting any reimbursement from another source.

Amount Approved for Reimbursement: \$ _____

Authorized By: _____

Date Processed: _____

Payroll Date: _____