



PAT PROFESSIONAL EDUCATORS REQUEST FOR TUITION REIMBURSEMENT

Course #: _____ Credits Earned: _____ Amount Requested: \$ _____

Course Name: _____ Date Course Completed: _____

Crediting Institution: _____

In accord with the current PAT Professional Educators agreements and PPS guidelines, enclosed please find:

1. **A grade report or transcript** (transcript can be unofficial if you are not adding a new degree).
2. **A receipt of payment showing a zero balance that itemizes the amount paid for tuition issued by the educational institution** (please see Frequently Asked Questions for list of most common acceptable receipt types).

**TEMPORARY TEACHERS AND/OR TEACHERS ON LEAVE OF ABSENCE MAY NOT QUALIFY.
SUBSTITUTE TEACHERS ARE NOT ELIGIBLE FOR TUITION REIMBURSEMENT.**

- Tuition reimbursement is limited to the actual cost of tuition for quarter credit units, but not to exceed the current PSU resident graduate credit rate, which is updated for the new school year effective September 15th.
- Semester hours will be evaluated for reimbursement on quarter credit equivalencies, not to exceed six (6) quarter credit hours per year. One semester credit equals 1.5 quarter credits.
- The twelve-month reimbursement period runs concurrent with the fiscal year from July 1 to June 30.
- The coursework credit must be earned outside of District paid time.
- The grade received must be A/B/C, CR- Credit or "PASS".
- The coursework must be graduate level and be related to an Advanced Degree, TSPC Licensure, Assignment, or Professional Education. Exceptions include undergraduate technology/computer courses relevant to educator professional growth, world language courses and courses taken by a vocational/CTE educator that are relevant to their field of study, with prior approval from building administrator.
- The tuition reimbursement will be processed within sixty (60) days from the date of the request or from the date that all necessary documentation is received in the Department of Human Resources.
- A professional educator who receives tuition reimbursement must remain employed with the District for at least one (1) semester following receipt of reimbursement. Only active employees are eligible for tuition reimbursement.
- **In case of suspected overpayment/underpayment, I will notify the Department of Human Resources Professional Growth immediately.**

As a CONTRACT or PROBATIONARY TEACHER, I understand that I qualify for tuition reimbursement for up to six (6) noncumulative quarter credit hours per fiscal year (7/1 to 6/30). Reimbursement may also be made for the fee charged to take and pass the National Teacher Examination to obtain a specialty area endorsement. This amount shall be within the maximum amount allowed and count as one (1) credit of the six (6) allowed.

BY SIGNING BELOW, YOU CERTIFY THAT YOU HAVE READ AND AGREE TO THE ABOVE STATEMENT, AS AN ACTIVE EMPLOYEE ELIGIBLE FOR TUITION REIMBURSEMENT.

Name: _____

Employee ID #: _____

Signature: _____

Date: _____

Assignment: _____

Location: _____