

**Eunice Public Schools**  
**Application for Tuition Reimbursement**  
**(To be submitted each semester to the Business Manager)**

Employee Name: \_\_\_\_\_ College/University \_\_\_\_\_

Course #	Course Title	Start Date	End Date	Credit Hours	Grade

The Eunice Public Schools will reimburse staff members the cost of tuition up to a maximum of \$303.00 per credit hour for course work towards a degree in education. *Additional college fees shall not be included in the cost of tuition reimbursement.* To be eligible to receive reimbursement, you must:

- Be a current school employee of the Eunice Public Schools
- Pursue a degree in education
- Receive a grade of “C” or better in the class, submit unofficial transcript.
- Submit reimbursement form along with proof of course completion at the end of each semester Fall, Spring, or Summer and proof of payment for the tuition (statement showing cost of course and payment made or zero balance)

Credit Hours	\$303.00 per hour	Reimbursement

### Service and Repayment Obligation (All Programs)

Employees receiving any financial assistance (reimbursement or upfront payment) under this policy incur a mandatory service obligation to the District.

- An employee must remain employed by EPS for a minimum of **two (2) calendar years** following the date of the last financial payment or reimbursement received.
- If the employee voluntarily resigns or is terminated for cause before fulfilling the two-year obligation, the employee will be required to **repay the full amount** of the assistance received to the District.
- The District reserves the right to deduct the repayment amount from the employee's final paycheck(s).

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ (Business Manager) Date: \_\_\_\_\_