

CERTIFICATED PERSONNEL TUITION REIMBURSEMENT FORM

Complete this form and send it along with your proof of payment and proof of registration to invoices@sycamoreschools.org.

The Board will establish an account of \$120,000 per year. The account will be used to reimburse the employee at the following rate - circle one:

a. Coursework to obtain Master's Degree or additional endorsement on license: up to \$300 per semester hour.

Name of additional endorsement: _____

b. Sycamore School District provided coursework for continuing education/licensure renewal: up to \$100 per semester hour.

The employee shall be eligible to receive reimbursement for a cumulative total of up to six (6) semester hours in any fiscal year for any combination of coursework referenced in a. and b. above. (Fiscal year July 1-June 30)

The employee must take graduate level classes in the field of education and achieve a final grade of B or better (pass in a pass/fail class).

The employee wishing to use funds, must obtain a purchase order from the Treasurer's Office by submitting the following to invoices@sycamoreschools.org;

- 1. A completed copy of this form**
- 2. Proof of Registration and**
- 3. Proof of Payment**

You will receive an email verification that funds have been encumbered for reimbursement. The purchase order will guarantee that the funds from the appropriate fiscal year will be available for reimbursement upon completion of course work, even if the work is completed in the following fiscal year. Funds for which a purchase order was obtained, but not paid will carry over into the following fiscal year.

Once the class is successfully completed, submit grades/transcripts to invoices@sycamoreschools.org for the reimbursement to be processed.

Date: _____ School: _____

Employee Name: _____

College/University: _____

# CREDIT HOURS	COURSE NAME AND CLASS DESCRIPTION	DATE OF COURSE(S)	
		FROM	TO
PER SEMESTER			
	TOTAL HOURS REQUESTED		

Employee Signature: _____