

Coursework, workshops and/or OAE Exams need to be COMPLETED during the time period of **July 1, 2025 and June 30, 2026.**

Amount of Reimbursement: The district has allocated funds for tuition reimbursement for the 2025-2026 school year for district employees. Due to the cap, the application process doesn't guarantee full reimbursement for all applicants. The Tuition Reimbursement Program is in accordance with the current contract. The amount a Vandalia-Butler employee may receive will be determined by the total amount of reimbursement requested. There is a maximum of \$2500.00 in the current fiscal year, inclusive of workshop fees and OAE Exams, that *are not* part of a Masters Degree. There is a maximum of \$4000.00 in the current fiscal year for coursework that *is* part of a Masters or Doctoral Degree.

Requirements:

Certified Employees:

- ✓ Must hold a valid State Department of Education license/certificate appropriate for their position.
- ✓ Class work must be taken at any accredited college or university approved by the ODE.
- ✓ All class work must be graduate level and relate to *district, building and/or individual classroom goals.*
- ✓ A grade of B or higher, or a P must be attained in a non-audited class for reimbursement.
- ✓ For each workshop, employees must provide a completed documentation cover sheet, proof of attendance, i.e. certificate of completion, as well as proof of personal payment.
- ✓ For OAE exams, employees must provide proof of passage as well as proof of personal payment.
- ✓ If undergraduate courses are necessary to meet graduate requirements, one must obtain prior approval from the LPDC in order to qualify for reimbursement.
- ✓ For each class, employees must provide a completed documentation cover sheet, a copy of the transcript, and proof of personal payment **by July 1, 2026.** Checks will be issued by **August 25, 2026.**

Classified Employees:

- ✓ All class work must relate to current assignment or the field of education.
- ✓ Class work must be taken at a district approved institution.
- ✓ Class work can be undergraduate or graduate level.
- ✓ A grade of B or higher, or a P must be attained in an un-audited class for reimbursement.
- ✓ For each workshop, employees must provide a completed documentation cover sheet, proof of attendance, i.e. certificate, agenda, etc., and proof of personal payment.

General information:

- ✓ Newly hired employees are eligible for tuition reimbursement for any class started after their hire date.
- ✓ Family Medical Leave Act (FMLA) employees may participate in the tuition reimbursement program whether they start their class work prior to their leave or during their leave.
- ✓ A Leave of Absence (LOA) employee may only participate if they start their class work prior to the leave.

IMPORTANT: To verify your submission of all materials, please check the spreadsheet which can be found under Tuition Reimbursement on our link on the school website.

MEMBERS: **Butler:** *Martha Thomas, Michelle Kovacs, Erin Dearth*
Morton: *Cindy Dukes, Karen Siefert, Dawn Schuh*
Smith: *Terri Morton, Chelsea Matlock*
Demmitt: *Malane Bottles*
Helke: *Amy Heis*
Administration: *Brian Tregoning*