



Weldon City Schools

“Charging Into Excellence”

Dr. Tammy R. Boone
Superintendent

Board of Education
Tiffany Hale, Chair
Noah Davis, Vice Chair
Al Bennett
Tanya Byrd-Robinson
Donna Harrison
Edith Jenkins

Weldon City Schools

Licensed Staff Tuition Reimbursement Application & Agreement

Purpose

Weldon City Schools (WCS) is committed to supporting the professional growth and development of its licensed staff in alignment with School Board Policy: 7630 Tuition Reimbursement. Tuition reimbursement funds are available to assist with approved coursework that enhances instructional practices and benefits students.

Eligibility

- Applicant must be a permanent full-time or part-time licensed employee of Weldon City Schools.
- Employee must have completed at least 90 days of continuous service with Weldon City Schools before becoming eligible to apply.
- Coursework must be directly related to the employee's current position or an area of critical need as determined by WCS.
- **Application must be submitted and approved prior to enrollment in each course.**

Funding Availability

- Tuition reimbursement funds will be allocated each semester on a first-come, first-served basis.
- Reimbursement is dependent upon the availability of funds as approved by the district.
- Maximum reimbursement amounts will be determined annually based on budget allocations.

Grade Requirements

- To receive reimbursement, employees must meet the following grade requirements:
 - Undergraduate coursework: Grade of “C” or higher
 - Graduate coursework: Grade of “B” or higher
 - Pass/Fail courses: Must achieve a Passing grade
- **Employees must provide Weldon City Schools with official documentation (e.g., transcript or grade report) verifying that the grade requirement has been met before receiving tuition reimbursement.**



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Application Instructions

1. Complete this application form in full.
2. Attach course description(s) and proof of cost (tuition/fees).
3. Obtain your supervisor’s recommendation.
4. Submit the application to the Human Resources Department before enrolling in the course.
5. After completing the course, submit official documentation showing final grade and proof of payment.

Application Form

Employee Information

Name: _____

Address: _____

Phone Number: _____

Position/Title: _____

School/Department: _____

Employee ID: _____

Employment Status (check one):

☐ Permanent Full-Time Licensed

☐ Permanent Part-Time Licensed

Hire Date: _____ Length of Service: _____

Course Information

- Institution Name: _____
- Course Title & Number: _____
- Semester/Term: _____
- Credit Hours: _____
- Tuition Cost: _____



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Justification for Course (How does this course align with your role or district needs?):

Employee Agreement

- I understand and agree to the following conditions:
- Tuition reimbursement is contingent on available funds and approval by Weldon City Schools.
- Funds are distributed on a first-come, first-served basis each semester.
- I must meet the grade requirements outlined in this agreement to be eligible for reimbursement.
- I must remain employed with Weldon City Schools as a permanent full-time or part-time licensed employee for at least one (1) year following reimbursement. If I voluntarily resign before this time, I agree to repay the reimbursed funds.

Employee Signature: _____ **Date:** _____

Supervisor Recommendation

☐ **Recommended**

☐ **Not Recommended**

Supervisor Signature: _____ **Date:** _____

Human Resources/Finance Office Use Only

- Date Received: _____
- Approved: ☐ Yes ☐ No
- Amount Approved: \$ _____
- Human Resources Director Signature: _____ Date: _____
- Finance Officer Signature: _____ Date: _____

