

The Smyrna School District encourages all employees to further their education and improve their professional skills. To support this philosophy, the district will allocate local funds to provide tuition reimbursement for courses which either relate directly to the employee's job responsibilities or are required as part of an overall job-related degree program. Beginning July 1, 1995, such tuition reimbursements will be limited to the total amount of local fund reimbursements approved by the Board of Education in each year's operating budget. **To receive reimbursement, course tuition reimbursement requests must be approved by the Superintendent prior to the start of the course, a passing grade of B or better must be obtained, and the actual request for reimbursement must be made within 90 days from the end of the course.** In the event that this allocation is not sufficient to provide total reimbursement to all eligible employees, the district shall pro-rate the funds so that each eligible employee receives a share of the total district allocation equal to the individual employee's reimbursable expenditure divided by the total reimbursable expenditure of all employees in the district multiplied by the district allocation. Funding shall be divided into two equal parts. The first one-half shall be pro-rated as described above among eligible employees who complete their courses and have verification of successful course completion submitted to the district prior to February 1st. The second one-half shall be pro-rated as described above among eligible employees who complete their courses and have verification of successful course completion submitted to the district prior to June 15th. In the event that funds remain in either half year, the district shall be authorized to reallocate those funds to reimburse eligible employees in the other portion of the year who did not receive full reimbursement. These local course tuition reimbursement funds are in addition to those funds provided by the state, which must be distributed as specified by the state.

Approved by Board of Education, May 17, 1995

Revision approved by Board of Education, September 16, 1998

REQUEST FOR TUITION REIMBURSEMENT

SMYRNA SCHOOL DISTRICT

To be approved by the Superintendent prior to the start of the course.

NAME: _____

SCHOOL: _____

I wish to participate in the tuition reimbursement program, I will take the following course(s):

1. Course Name: _____

College/University: _____

Beginning Date: _____ Ending Date: _____

Cost of tuition (do not include book, activity or registration fees): _____

How does this course relate to your present job?: _____

2. Course Name: _____

College/University: _____

Beginning Date: _____ Ending Date: _____

Cost of tuition (do not include book, activity or registration fees): _____

How does this course relate to your present job?: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

****For actual monetary reimbursement, you must submit an approved Tuition Reimbursement Form (this form), a signed completed Personal Reimbursement Form, a copy of your grades, and a copy of proof of payment within 90 days from the end of the course to the Smyrna School District Central Office, Finance Department.***

For Central Office Use

_____ Approved

_____ Not Approved

Explanation: _____

Superintendent

Date