Tuition Reimbursement and Salary Advancement

Hillsboro Community Unit School District #3 | Teacher process

Before registering: Get Curriculum Director approval. Under current district guidance, WGU and Teaching Channel coursework is not approved for this process.

BEFORE ENROLLMENT

1 Check the course and program

- Confirm graduate, degree-eligible credit from a regionally accredited college and an instructor of record for teacher salary advancement.
- Save a degree audit, program catalog page, or advisor email showing how the course applies to a master’s, specialist, or doctoral program.

2 Submit one form for preapproval

- Complete one tuition reimbursement request form per course and send it to Autumn Amling before enrolling.
- Attach a syllabus, course listing, or college email naming the instructor; add a faculty profile or college confirmation of credentials and instructional role.

3 Receive approval before enrolling

- Autumn reviews and notifies you of the preapproval decision. Keep the notice; Autumn holds the same form until final documents arrive.
- Do not register or pay before the approval decision.

AFTER THE COURSE

4 Gather completion records

- Obtain an unofficial transcript or grade record and an itemized receipt showing payment.
- After a degree is earned, submit the official transcript. Official transcript documentation is required for teacher salary advancement.

5 Send remaining items to Autumn

- Within 45 days after completion, send Autumn the unofficial transcript and payment receipt; add any outstanding instructor proof.
- Use the preapproved form already on file; do not submit a second request. For salary scale movement, provide required official proof by September 25.

6 District review and payment

- Autumn confirms the complete packet and final approval, then sends a copy to Laura and Aimee for reimbursement and salary movement as applicable.
- The contract provides reimbursement within 45 days after proper completion documentation is received.

Contract reminders. Teacher reimbursement is limited by the negotiated rate and actual tuition and fees. Teachers who already hold a master’s degree are eligible for up to 8 credit hours every 5 years, subject to contract terms. Staff reimbursement rates may differ.

Sources: HUEA contract Article IX, §§ 9.5 and 9.9; Illinois Public Act 104-0795 (105 ILCS 5/24-8.2). Course-provider exclusions reflect district guidance.

HILLSBORO COMMUNITY UNIT SCHOOL DISTRICT #3

Request for Tuition Reimbursement

Complete one form per course and send it to Autumn Amling before enrolling. After the course, send the remaining documents to Autumn; the original approved form stays on file.

Staff and course information

Staff name

Building and position

Grade or subject area if applicable

Course number and credit hours

Course title

University or college

Degree program if applicable

Instructor of record and credentials if applicable

Before enrollment Preapproval

☐ Degree-program evidence attached (degree audit, catalog page, or advisor email), if seeking teacher salary advancement.

☐ Instructor evidence attached (syllabus, college course listing, faculty profile, or college confirmation), if applicable.

Staff signature

Date

Curriculum Director decision

☐ Approved ☐ Not approved

Curriculum Director signature:

Decision date:

After course completion Send documents to Autumn

☐ Unofficial transcript or grade record ☐ Itemized receipt or proof of payment ☐ Outstanding instructor documentation

☐ Official transcript once the degree is earned; official academic transcript required for teacher salary advancement.

Course completion date

Credit hours earned

Grade

Actual tuition and fees paid

$

Reimbursement calculation District completion

Approved rate per credit hour

$

Reimbursement amount

$

Amount actually paid

$

Reimbursement may not exceed credit hours × the approved rate or actual eligible tuition and fees.

Final approval signature

Date

Forwarded to Laura and Aimee

Date:

Unit Office use

Account to charge: ☐ 10-2213-2300-00-30 Title I Beck/Coffeen ☐ 10-2213-2300-00-87 Title IIA HJHS/HHS

☐ Other account (IDEA, Title 1003a, or other):