

JAMES A GARFIELD LOCAL SCHOOL DISTRICT

REQUEST FOR REIMBURSEMENT OF GRADUATE STUDIES

I request consideration for partial reimbursement of the following graduate course(s) in accordance with existing rules and regulations as outlined below, and to which I fully agree:

College course(s) at: _____

<u>Name of course(s):</u>	<u>Credit Hours</u>	<u>Estimated Cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Degree to which above would be applied: _____

Dates/Term course(s) will be taken: _____

Signatures:

Employee: _____ Date: _____

Principal: _____ Date: _____

Superintendent's Approval: _____ Date: _____

Two (2) copies of this request will be submitted, completing only the information above the dotted line. One copy will be returned to the applicant with the Superintendent's approval (or reasons for disapproval). Upon completion of the course(s), information below the dotted line shall be completed on the copy previously approved, proper attachments made, and returned to the Superintendent for consideration of reimbursement. (Additional information on the back of this form)

I hereby apply for partial reimbursement of tuition costs of the above outlined course(s) which were satisfactorily completed and paid for as evidenced by the attached documents.

Employee: _____ Date: _____

District Office: _____ Date: _____

EXCERPT FROM NEGOTIATED AGREEMENT:

ARTICLE 21. REIMBURSING TEACHERS FOR COLLEGE TUITION

- A. The Board takes a special interest in the advanced training of the professional staff in the school district. As a means of encouraging professional growth through training, the following provision is made available.
- B. REIMBURSEMENT FOR TUITION COSTS
The Board will reimburse seventy-five percent (75%) of the tuition cost of approved college credit up to a maximum of one thousand (\$1,000) paid per individual member of the bargaining unit, each school year. Reimbursement will be contingent upon proof of payment of tuition and successful completion of course work. An employee must have two (2) years of teaching experience in the Garfield District to be eligible.
- C. Prior to taking the course, the member of the bargaining unit must provide notice to the Superintendent of anticipated course work so that the Superintendent, in advance, can verify that the provisions in E., below, are met.
- D. Approved credits will be completed at an accredited college or university for which a collegiate grade of "B" or better has been awarded, or "pass" if "pass-fail" is the only grading available. Approved credit also includes "I" or "IP" for credits related to Master's thesis or Dissertation work.
- E. In order to be approved, credit must be related to at least one (1) of the following endeavors:
1. Current academic field of teaching and/or assignment.
 2. A program in a new area of State certification.
 3. Any other special area of study as approved by the Superintendent.
- F. Tuition reimbursement will be made annually. An official transcript and paid receipt of tuition will be evidence of course completion. The Superintendent's office shall be provided with this evidence by September 15 of each year.
- G. After receipt of tuition reimbursement, a teacher is required to be employed by the Board for a period of two (2) school years following the taking of the classes which are paid by the Board. However, if a teacher resigns from the employ of the Board the first year following receipt of tuition monies, one hundred percent (100%) of the monies received from the Board must be paid back; and if the teacher resigns the second year, fifty percent (50%) of the monies received from the Board must be paid back. The payback will be taken out of the final pay of the teacher.

Administrative Notes:

The contract allows for the reimbursement of tuition only, items such as parking fees, transcript fees, etc, are not reimbursable. Receipt of tuition paid must break down the tuition cost paid separate from any other fees or costs payable to the college/university. The receipt must also show payment made and the date of such payment. "Proof of payment of tuition" is not a copy of a cancelled check, credit card statement or receipt without backup detailing the payment. The ideal back-up is copy of the invoice/receipt from the institution, showing detailed charges and payment. Failure to submit detailed receipts of payment will delay your reimbursement.

Reimbursement will be made once per month. All of your reimbursement paperwork must be submitted at least 10 days prior in order to be processed.

Please note that all paperwork must be submitted no later than the deadline of September 15 following completion of your class. Failure to submit all of the necessary paperwork by this date will void your request for reimbursement.