Form Edit Date: August 20, 2024

Minford Local School District

Application for Tuition Reimbursement

Name: _____ Position: _____ Date: _____

University or College Attending: _____

Course Number and Name: _____

Number of Hours: _____ Circle One: Quarter or Semester

Amount Requested: $_____ Cost per Hour: $_____

Cost of Books (if any): $_____ Course Start Date: _____

***Note: The district cannot reimburse for any type of fee associated- only the course and books, if applicable.**

The following requirements must be met in order for you to be eligible:

A. Believing that our staff of teachers as a group will make a greater contribution to the children they serve if additional training is obtained in the subject area assigned or a field of education, the Board of Education will pay a supplemental salary to a teacher to cover tuition and book costs in college courses completed within one year of the date of first request, in which a grade of "B" or better is earned. Total maximum coverage is $3,500.00 per individual per year.

B. No teacher shall be eligible for reimbursement for more than 8 quarter hours or 6 semester hours during any one-year period from September 1 to the following August 31.

C. Subject to the availability of funds the Board shall appropriate twenty-five thousand dollars ($25,000.00) annually to be expended for tuition reimbursement on a first come, first serve basis for all bargaining unit members. After the funds are expended the teacher may apply for reimbursement in the next fiscal year.

D. Approval must be **submitted twenty (20) days in advance** of the registration date and approval signed by the Superintendent. No course will be reimbursed if all sections of this article have not been met within one year.

E. Payment will be made on final approval.

FOR OFFICE USE ONLY

Step One: Pre-Approval (Submitted at least 20 days prior to course start date- no exceptions)

Date Application Received: _____

Pre- Approval for Class by Superintendent: _____ Date: _____

Step Two: Final Approval (After Course is Completed):

To be approved, the following must be sent to the Superintendent in the inter-office mail:

- **Signed Pre-Approval Form (this form)**
- **Printed copy of transcript or official grade report**
- **Printed copy of proof of payment- directly from college or university- itemized list of course-related costs**

Approval of Reimbursement: _____ Approved _____ Denied

If denied, reason:

_____

Amount to be paid to teacher: $_____

Final Approval by Superintendent: _____ Date: _____