

Appendix M — Article VII

TUITION REIMBURSEMENT – FORM A
(Submit Before Taking Courses)

The Board shall appropriate monies in each year of this contract for the purposes of tuition reimbursement and for the cost of administering the Third Grade Reading Guarantee Test as follows: \$32,500.00 – July 1, 2013 and \$32,500.00 – July 1, 2014.

These funds will be distributed to members taking courses that will assist them in the teaching profession or for advanced educational degrees or certificates/licenses. The monies will be divided equally among members successfully completing courses at accredited colleges and universities based on a semester credit hour prorated amount (1-1/3 quarter hours = one semester hour) during the time period September 1 - August 31. Example: Thirty-two thousand five hundred dollars (\$32,500.00) divided by total credit hours taken during the period September 1 – August 31 = \$ X per semester credit hour not to exceed cost of courses taken.

Members will turn in proof of completion and a receipt prior to September 30 using Form B (Appendix M). Members will receive no more than the cost of such courses taken during the aforementioned time period. Eligibility for tuition reimbursement shall start on the first contract day for newly hired members and tuition reimbursement Form A (Appendix M) must be submitted and approved to qualify for reimbursement.

Third Grade Reading Guarantee Test: The Board shall pay for the cost of one administration of the Third Grade Reading Guarantee Test for teachers who need the certification and opt to take the test. The payment will be made directly to the company administering the test, and the test administration costs will be deducted from the \$32,500.00 annual pool of funds.

Date: _____

Name: _____ Building: _____

College/University: _____

Name of Course: _____

Date of Course: _____ # of *semester* hours: _____

Brief Description of Course: _____

*Reason for Taking Course: _____

OFFICE USE ONLY:

_____ This course qualifies for the tuition reimbursement program.

_____ This course does not qualify for the tuition reimbursement program.

Explanation: _____

_____ Date

_____ Superintendent