

**LICENSED STAFF – TUITION REIMBURSEMENT EMPLOYEE
ACKNOWLEDGEMENT**

- A. The District will provide a sum of \$17,500.00 per year for tuition reimbursement. Tuition reimbursement will be paid at the actual tuition amount, not to exceed \$560.00 per credit. A maximum of eight (8) quarter credit hours may be taken during the school year by each teacher, to the extent that funds are available in the annual District contribution. Any semester credit hours will be converted to quarter hours for purposes of computation.
- B. In order to be eligible for reimbursement, courses shall be graduate level or undergraduate level with prior approval from the Superintendent, and successfully completed with passing grades.
- C. Staff new to the District do not qualify for reimbursement until the first college term following employment.
- D. Requests for reimbursement for classes not related to a staff member's current assignment must have prior approval of the Superintendent.
- E. The District reserves the right to exceed this total at its discretion, and the exercise of such discretion shall not be subject to the Grievance Procedure.
- F. In the event that the funds allocated for tuition reimbursement are exhausted prior to the end of the year, both the District and the Association agree to have a meeting to discuss the best course of action to address the needed funds.
- G. Regular part-time teachers shall have their tuition reimbursement prorated in accordance to their work schedule.
- H. The District will not provide tuition reimbursement for classes which are covered by other sources, such as scholarships, grants, etc.
- I. Reimbursement shall not be made for books, lab fees, technology fees, library fees, I.D. cards, gym fees, food, housing, transportation, supplies or other tuition expenses.
- J. The District will provide a tuition reimbursement form outlining procedures for application by the teacher. An official grade slip and receipt of payment shall be attached to the form.
- K. A teacher must remain employed with the District for at least one school year following reimbursement. A payback agreement may be issued when the amount reimbursed is \$2,250 or more.
- L. Teachers not returning to the District in September will not receive reimbursement for courses taken during the second semester or previous summer.
- M. To receive District reimbursement, credits must be turned in by September 15th, January 15th, April 15th, and June 30th. No credits will be reimbursed that are received after June 30th.

I have read and understand the information above and what is expected of me when receiving tuition reimbursement, including possible repayment of funds if I do not remain employed with Sheridan School District for a minimum of 1 school year following acceptance of funds.

Printed Employee Name

Employee Signature

Date