

COLLEGE TUITION REIMBURSEMENT

Permanent certified and support staff will be reimbursed for tuition as follows:

1. Up to \$35 per hour for site extension classes (2 hour maximum in a fiscal year).
2. Up to \$80 per hour for university credit when available as part of a workshop, for undergraduate classes, and for graduate classes not part of an approved graduate program (4 hour maximum in a fiscal year).
3. Up to \$120 per hour for graduate courses taken as part of an approved graduate program (4 hour maximum in a fiscal year).

To qualify for reimbursement, a tuition reimbursement request must be recommended by the immediate supervisor and approved by the Human Resources Department (this approval should be obtained prior to registration if at all possible). The class or workshop must apply to the employee's field(s) or apply directly to the education field. The employee must also submit proof that the fee was paid and that the activity was successfully completed. No reimbursement will be made if the employee uses a tuition waiver, School District No. 2 budget, grant monies, or other funds besides personal funds to pay for the class or workshop.

Employees are encouraged to share what they learn with other members of the Sweetwater County School District No. 2 staff and are required to share when using staff development and/or grant funds.

Monies will be allocated on a first come, first served basis, not to exceed \$10,000 in a fiscal year.

Revised IBN 5/3/08

- Complete the Tuition Reimbursement Request Form. Have your building principal/supervisor approve the form.

Return the completed form to the HR Office prior to taking the class.

- After the class has been completed, submit to the HR Office the following.
 - 1) A copy of the receipt (i.e., registration form showing payment or a copy of the check, or receipt.)
 - 2) Proof of attendance (Report Card).
 - 3) Fill out and submit to the HR Office a School District Voucher for payment.

After the HR Office receives all these items, the voucher will be reviewed and submitted for payment.

3/1/2012