

TUITION REIMBURSEMENT REQUEST FORM
DEER CREEK-MACKINAW CUSD #701

Teacher's Name: _____ Building: _____

Name of Course: _____ Number: _____

University/College: _____ Credit Hours: _____ Tuition Cost: \$ _____

Department: _____ Semester enrolled: _____ Year: _____

The following requirements must be met before reimbursements will be paid.

- 1) A Request for Approval of College Course Form must be approved in advance by the Superintendent and be on file in the district office.
- 2) A copy of the grade card or transcript showing successful completion of the course must be attached to this tuition reimbursement request form.
- 3) A copy of the receipt indicating the amount of tuition paid must be attached to this tuition reimbursement request form.

7.12 TUITION REIMBURSEMENT FOR CERTIFIED EMPLOYEES -- OTHER COURSES (CBA 8/1/16-7/31/17)

- A. The Board will pay current Illinois State University (ISU) per hour tuition cost or actual tuition cost if less than the ISU per hour tuition cost, up to a maximum of nine (9) hours at that rate per teacher per year. The reimbursement year is defined as June 1 through May 31 or Summer, Fall, Spring Sessions.
- B. This is subject to a \$22,500 district maximum per year.
- C. Employees shall be reimbursed for tuition for college credit courses successfully completed as evidenced though a grade report with no less than a "B" grade or its equivalent under the following conditions:
 1. The course must be directly related to the employee's assigned field, student achievement, school improvement, or an additional endorsement or certification. In order to gain hours related to salary advancement, the course must also be part of an Illinois approved master's degree program or directly approved by the superintendent. If the course is not part of an Illinois approved master's degree program and is not specifically approved for salary advancement by the superintendent, the course can still be approved for reimbursement, but will only count for professional development hours, not salary advancement.
 2. Approval must be obtained from the Superintendent prior to enrollment. Failure to obtain prior approval may result in the denial of hours counted towards salary scale advancement and/or tuition reimbursement. All approved courses should still be submitted for salary scale advancement even if tuition reimbursement is not available.
 3. Any movement on the salary scale shall be made at the beginning of the next school term.
 4. An updated copy of an employee's official transcript must be submitted to the Superintendent prior to any movement on the salary schedule.
 5. The tuition reimbursement form must be submitted no later than the beginning of the next session. Ex: Courses taken in the fall must be submitted prior to the start of the spring semester.
- D. The employee must agree to work a minimum of two years in the district after completion of a degree program. Failure to do so will result in repayment to the district for reimbursed courses. Involuntary dismissal of employee excludes the employee from repayment of reimbursed courses.

Teacher's Signature _____
Date

OFFICE USE ONLY

Copy of Approval Request Form on file in the District Office Yes No

Copy of grade or transcript provided Yes No

Copy of tuition receipts provided Yes No Amount reimbursed: \$ _____

Reimbursement **approved** **denied** Reason for denial: _____

Superintendent's Signature _____
Date