

CLASSIFIED STAFF TUITION REIMBURSEMENT

A. Tuition Reimbursement

The Board agrees to grant allowances to individual non-certificated full-time and part-time regular personnel for tuition reimbursement according to the following guidelines:

1. Personnel must have been employed by the Board for a period of one (1) year or more. Employees may not claim both tuition reimbursement and workshop compensation.
2. All credits require prior approval by the Supervisor, Director, and Superintendent on a standard form supplied by the Board four (4) weeks in advance of registering for a course in order that an applicant be eligible for reimbursement. The Superintendent shall approve all applications which meet the criteria established in this Article. The Superintendent will respond to the applicant within fifteen (15) working days after they have received the request.
3. Credits must be earned in a course from an accredited college or university in the employee's area of classification and assignment. Those credits earned must be for professional improvement directly related to the employee's area of classification and assignment.
4. Course work must be scheduled at times that do not interfere with normal duties during the regular work day of the employee.
5. No employees will receive tuition reimbursement credit for more than twelve (12) semester hours or eighteen (18) quarter hours per calendar year.
6. In order for an employee to be eligible for reimbursement, proof of payment for the requested hours and an official grade report from the college or university showing a "C" grade or better must be filed with their immediate supervisor who will in turn submit approval to the Treasurer's Office.
7. Reimbursement shall be applied towards course work taken during the year (between September 1 and August 31) and paid the following October for those staff members returning for the next school year. When the Treasurer has received those items described in the foregoing stipulations. The reimbursement formula will be as follows:
 - a. Maximum per hour will be \$240.00 per undergraduate semester hour and \$290 per graduate semester hour. Quarter hours will be reimbursed at \$150 per quarter hour for undergraduate and \$180 for graduate hours.
 - b. Reimbursement per hour - \$15,000.00 divided by the total approved hours between September 1 and August 31 up to the maximum described in 7.a. above. (This is the same pool of \$15,000.00 as provided for in the Education Association contract).
8. No employee will be reimbursed by the Board if he/she receives grants, payments or scholarships from some other source for tuition.

BELMONT-HARRISON VSD
TUITION REIMBURSEMENT PRE-APPROVAL FORM

NAME: _____

POSITION: _____

SUPERVISOR: _____

Course	College/University	Credit Hrs	Cost per Credit Hr.	Semester/ Quarter	Grad./ Undergrad	Anticipated Start Date
				S / Q	G / U	/ /
				S / Q	G / U	/ /
				S / Q	G / U	/ /
				S / Q	G / U	/ /
				S / Q	G / U	/ /
				S / Q	G / U	/ /

How will the above course(s) benefits you in your current position (brief explanation on back or attached separate page)?

I affirm that the above information is true and that I have read and understand the procedures for tuition reimbursement as provided in the negotiated agreement.

Signature Date

Approve Disapprove (Explain below)

Approve Disapprove (Explain below)

LPDC Chair Signature Date

Supervisor Signature Date

Approve Disapprove (Explain below)

Superintendent Signature Date

Explain/Comments

Brief explanation of how course(s) will benefit you in your current position:

