

## College Tuition Reimbursement

1. All applications shall be due in the Treasurer's Office by September 30, 2025. A teacher may apply for reimbursement for coursework/ workshops taken during the 2024 – 2025 school year through the final summer session in 2025.
2. When submitting a request for tuition reimbursement, an **itemized** receipt for payment from the educational institution along with a transcript or grade card or certificate of workshop attendance must be provided. A grade of "C" or better or "P" (for pass/fail courses) is required for college courses. No grade will be required for workshops attended.
3. Courses of workshops must offer CEUs or college credit leading to certification or improvement in the teacher's qualifications for the current position he/she holds. College courses must be taken in education, the area of present certification, or any area of certification permitted by the State Department of Education leading to new certification or re-certification.
4. Bargaining unit members who make application and receive payment under this Section agree to remain employed with the Board for the balance of the school year in which reimbursement is paid. In the event a member does not fulfill his/her contractual obligation for that school year, he/she must refund the amount of tuition reimbursement received (by payroll deduction).
5. The first reimbursement payments under this Section will be made by October 30, 2025.
6. In the event the total value of reimbursement requests exceed the available funds in any given year, each applicant shall be paid a percentage equal to the available funds divided by the cost of coursework submitted for reimbursement.

---

Name of Course or Workshop \_\_\_\_\_

Institution which offers the Course or Workshop \_\_\_\_\_

Total cost of Course or Workshop \_\_\_\_\_ Credit hours or CEU's \_\_\_\_\_

Purpose(s) for taking course. Include how your work will be improved/enhance.

\_\_\_\_\_  
\_\_\_\_\_

I have read the above information and understand that payment for the above Courses or Workshops will not be made before October 30, 2025.

\_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer's Signature

\_\_\_\_\_  
Date

---

Reimbursement Calculation \_\_\_\_\_

---