

As per UTTA bargained agreement:

Section 12.8 Tuition Reimbursement

To assist teachers in adding to professional growth, the following tuition reimbursement plan is established:

1. Only tenured teachers are eligible for tuition reimbursement.
2. The Board of Education will reimburse tuition costs of eligible teachers as provided in this section. The maximum reimbursement is \$200.00 per credit hour, up to a maximum of 6 credit hours per year with a cap of \$8,000 each year (July 1-June 30) to the district. **Please note that once the district has reimbursed to the \$8,000 maximum each year, no more reimbursements will be given even if a class was previously approved for reimbursement.**
3. Tuition reimbursement is available only for college or university credit courses taken through an accredited educational institution that directly relates to the teacher's current assignment or that leads to a higher degree in education or related field. In order to be eligible to receive reimbursement the course must be approved prior to enrollment by the Superintendent.
4. A teacher will receive reimbursement only where the course is satisfactorily completed and college or university credit received from the college or university within thirty (30) days after satisfactory completion of a course. Proof thereof shall be submitted to the Superintendent as may be required by the Superintendent. **An official transcript sent directly from the granting institution to the Board of Education Office constitutes proof of completion of a class.**

Procedure for reimbursement:

1. Course description and application must be presented to the Superintendent for approval prior to enrollment in course.
2. Upon completion of the course an official transcript must be sent directly from the college to the Board of Education Office and applicant must present verification of cost per credit hour. Verification is required as all universities/schools/education institutions have different tuition rates for various courses and workshops.

Upon completion of these steps, reimbursement will be made at next pay period as long as funds are still available.