

Tuition Reimbursement Information

Reimbursement request forms are to be completed and approved by the Superintendent PRIOR to the start of the classes in question.

Reimbursements are done annually as part of the September board meeting. This year we are adding reimbursements in October, February and March. Any reimbursement you may receive will be separate from your paycheck.

In order to be eligible for reimbursement, please make sure to forward proof of your class tuition costs (to prove the cost per credit hour) and proof of final grades when you get them. *(I stress tuition costs as the district does not reimburse for activity costs, book costs, etc.)*

Important

Should the credits earned bump you – in any way – on the salary chart for next year (please refer to the current teacher contract), you are required to provide an original, official transcript from the college where the credits were earned, to the Unit Office **NO LATER THAN SEPTEMBER 1st**. Along with the attached **Application for Change in Contract due to Added Graduate Hours**.

If, however, the credits will *not* result in a bump on the salary chart, we will accept a generic grade report for the classes.

Documents being turned in for tuition reimbursement purposes for the previous year, MUST be turned in to the Unit Office **no later than September 15th** for the September/October reimbursement and **no later than February 15** for the February/March reimbursement

Please know that regardless of whether the credits will affect your pay for the next school year or not, the district only reimburses for classes where the final grade is an A or a B.

The reimbursable amount depends on whether the class is a graduate or undergraduate class *(be sure to specify on request form)*. The Graduate amount is \$150/credit hour for a max. of 9 credit hrs./school year; The Undergrad amount is \$60/credit hour for a max. of 6 credit hrs./school year.
(Grad Max = \$1350; Undergrad Max = \$360)

If you have questions regarding the tuition reimbursement process, please feel free to call me at 815-426-2162 x. 1012 or email me at craneh@hcusd2.org.

Thank you.

Heather D. Crane
Superintendent Secretary

Tuition Reimbursement Request Form

Name: _____

Date: _____

Part A – Section for Employee Use

Credit Hours <i>Per Class</i>	Class Title / Number <i>Specify—Grad or Undergrad</i>	Dates <i>Start-End</i>	Cost <i>Per Credit Hr</i>	College
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Comments: _____

Part B – Section for Superintendent Use ONLY

Received in Unit Office ____/____/____

[for classes Taken & Completed in School Year ____ - ____ (9 / 1 / ____ - 8 / 31 / ____)]

- Approved / Denied
 September / October
 February / March

Superintendent: _____

(Approval pending receipt of necessary documents.)

Part C – Section for District Office Use ONLY

Grade Report ____/____/____ **OR** Transcript ____/____/____

Proof of Tuition Costs ____/____/____ Document Submitted: _____

Reimbursement Amount \$ _____ Check Number _____

Reimbursements are part of the Regular Board Meeting in September / October

Rates of Reimbursement:

Graduate Level: \$150/credit hour with a max. of 9 hrs./school calendar year.
 Undergraduate Level: \$60/credit hour with a max. of 6 hrs./school calendar year.



Deadline for Sept/Oct reimbursement is **no later than Sept. 15th**
 Deadline for Feb/March reimbursement is **no later than Feb. 15th**

Application for Change in Contract

Due to Added Graduate Hours

Employee Printed Name: _____

Bldg: _____

Grade/Subject: _____

New Level (*check one*):

- Bachelor's + 8 Hours
- Bachelor's + 16 Hours
- Bachelor's + 24 Hours
- Master's
- Master's + 12 Hours
- Master's + 24 Hours
- Double Master's / National Board Certified

A change in contract will not occur until **original, official transcripts** are received in the Unit Office.

- Transcripts have been ordered and will be sent to the Unit Office.
- Transcripts were issued to student and are attached (*unopened*).

Employee Signature: _____

Date: _____

This form should be completed ONLY if a change in credit hours bumps you over a column on the salary chart (*see current teacher contract*).

**Return completed form to the Unit Office:
Attn: Michelle Mullin, Payroll Dept.**

Deadline: NO LATER THAN September 1