

# Tuition Reimbursement Information

Reimbursement request forms are to be completed and forwarded for approval to the Superintendent PRIOR to the start of the classes in question.

Reimbursements are done annually as part of the September board meeting. We have recently added 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. (*The district does not reimburse for activity costs, book costs, etc.*)

## Important

Should the credits earned bump you – 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 1<sup>st</sup>**. Along with the attached **Application for Change in Contract due to Added Graduate Hours** (*submitted to Payroll Dept.*).

If, however, the credits will *not* result in a bump on the salary chart, you can submit a generic grade report from the school showing final grade 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 the last day of the month PRIOR to reimbursement**. (*i.e. August 31<sup>st</sup> is the deadline for September 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 under-graduate class (*specify on request form*). The Graduate amount is \$150/credit hour for a max. of 9 credit hours/school year; The Undergrad amount is \$60/credit hour for a max. of 6 credit hours/school year. (Grad Max = \$1350. Undergrad Max = \$360)

Contact me with any questions regarding the tuition reimbursement process.

Thank you.

**Heather D. Crane**

Superintendent Secretary

Email: [craneh@hcsd2.org](mailto:craneh@hcsd2.org)

Direct #: 815-421-5012

**Current forms can be found under Staff Forms on our district website.**

# Tuition Reimbursement Request Form

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Part A – Section for Employee Use

Credit Hours <i>Per Class</i>	Class Title / Number <i>✓ Grad or Undergrad</i>	Dates <i>Start-End Dates</i>	Cost <i>Per Credit Hour</i>	College
_____	<input type="checkbox"/> Grad <input type="checkbox"/> Undergrad	_____	_____	_____
_____	<input type="checkbox"/> Grad <input type="checkbox"/> Undergrad	_____	_____	_____
_____	<input type="checkbox"/> Grad <input type="checkbox"/> Undergrad	_____	_____	_____
_____	<input type="checkbox"/> Grad <input type="checkbox"/> Undergrad	_____	_____	_____
_____	<input type="checkbox"/> Grad <input type="checkbox"/> Undergrad	_____	_____	_____

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Part B – Section for Superintendent Use ONLY**      Received in Unit Office \_\_\_\_/\_\_\_\_/\_\_\_\_  
 [for classes Taken & Completed in School Year \_\_\_\_-\_\_\_\_ ]

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, February & March.**

**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 reimbursement is **no later than last day of month PRIOR to reimbursement.**  
*i.e. August 31<sup>st</sup> is the deadline for September reimbursement*

# Application for Change in Contract

Due to Added Graduate Hours

Employee Printed Name: \_\_\_\_\_

Bldg: \_\_\_\_\_

Grade/Subject: \_\_\_\_\_

Current Degree Level: \_\_\_\_\_

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 August 31<sup>st</sup>**