## **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). Per the 2020-2025 Collective Bargaining Agreement between the Board of Education and the Teachers Union, the Graduate amount is 160/credit hour for a max. of 12 credit hours/school year; The Undergrad amount is 70/credit hour for a max. of 9 credit hours/school year. (Grad Max = 1920; Undergrad Max = 630)

There is one exception. Should the district qualify for the Teacher Vacancy Grant, reimbursement for undergraduate courses for both certified and non-certified staff will increase to \$160/credit hour for a max of 12 credit hours (\$1,920). Superintendent approval still needed.

Feel free to contact me with any questions regarding the tuition reimbursement process.

Thank you. Nichole Jones Superintendent Secretary Email: jonesn@hcusd2.org Direct #: 815-421-5012

## Tuition Reimbursement Request Form

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

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

Credit Hours Per Class	Class Title / Number ✓ Grad or Undergrad		Dates Start-End Dates	Cost Per Credit Hour	College
	Grad Grad	□ Undergrad			
	Grad	Undergrad			
	□ Grad	□ Undergrad	<u> </u>		
	□ Grad	□ Undergrad			
	□ Grad	□ Undergrad			
Comments:					
Part B – Sectio	n for Superir	ntendent Use O	NLY Received in	n Unit Office	//
Part B – Sectio	-		<b>NLY</b> Received in School Yea		//
	-	es Taken & Comj	oleted in School Yea		October
	[for classe	es Taken & Comj enied	oleted in School Yea	nr] nber / 🔲 ary / 🗍	October
	[for classe oved / 🗌 De Superinten	es Taken & Comp enied dent:	oleted in School Yea Septer Febru	nr] nber / 🔲 ary / 🗍	October
	[for classe oved / 🗌 De Superinten	es Taken & Comp enied dent:	oleted in School Yea Septer Febru	nr] nber / 🔲 ary / 🗍	October
Appro	[for classe oved /	es Taken & Comp enied dent:	eipt of necessary docur	nr] nber / 🔲 ary / 🗍	October
Appro     Appro     Part C – Section	[for classe oved /  De Superinten (App	es Taken & Comp enied dent: proval pending rece t Office Use ON	eipt of necessary docur	nr] nber / 🔲 ary / 🗍	October
Appro Appro Part C – Section Grade Report	[for classe pved /  De Superinten (App n for District	es Taken & Comp enied dent: proval pending rece t Office Use ON OR Transcri	eipt of necessary docus	ur] nber / [] ary / [] ments.)	October March
Appro Appro Part C – Section Grade Report Proof of Tuition	[for classe poved /  De Superinten (App n for District // Costs/_	enied dent: proval pending rece t Office Use ON OR Transcri / Docur	oleted in School Yea	ur] mber / [] ary / [] ments.)	October March
Appro Part C – Section Grade Report Proof of Tuition Reimbursement	[for classe poved /  De Superinten (App n for District // Costs/_ Amount \$	es Taken & Comp enied dent: proval pending rece t Office Use ON OR Transcri / Docur	eipt of necessary docur LY nent Submitted:	ur] mber / □ ary / □ ments.)	October March

Undergraduate Level: \$70/credit hour with a max. of 9 hrs./school calendar year. \*If district qualifies for Teacher Vacancy Grant, undergraduate will increase to \$160/hr.



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):

- $\square$  Bachelor's + 8 Hours
- □ Bachelor's + 16 Hours
- □ Bachelor's + 24 Hours
- □ Master's or National Board Certified (if employee has a Bachelor's)
- □ Master's + 12 Hours
- □ Master's + 24 Hours
- Double Master's or National Board Certified (if employee already has Master's)

A change in contract will not occur until <u>original, official transcripts</u> are received in the Unit Office.

 $\hfill\square$  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 <u>ONLY</u> 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: Heather Crane, Payroll Clerk

Deadline: NO LATER THAN August 31st