

Tuition Reimbursement Procedures beginning July 1, 2021

Refer to Article VIII, I of the negotiated agreement for complete language.

Full-time or part-time teaching employees who successfully complete graduate courses taken in an education related field. A grade B or higher **MUST** be earned to be eligible.

Employee may receive reimbursement for a maximum of six semester hours per school year. All courses completed during the teacher's contract year, September through August, are eligible to be reimbursed by the following September 30th as long as required documents are received in the Treasurer's office by September 15th.

The amount of tuition reimbursement shall not exceed the actual cost of the tuition paid by an employee. Reimbursement is for the course tuition cost **ONLY**. Employees will not be reimbursed for parking, textbooks, or any other fees associated with the course.

Employee must teach in the District the year following the earning of the coursework credit to be eligible or employee may be required to pay back the District.

For reimbursement, we **must** have:

- Tuition reimbursement request form - find on District website under staff links → staff forms
- Official electronic/hard copy transcript – does not need to be in a sealed envelope, unless you will also be requesting movement on the pay scale
- Receipt of course payment – should be itemized with teacher name, course name, amount paid, etc.
- LPDC approval – PDF/printout of activity detail of approved course from KIOSK (see instructions below)

Employee will **NOT** be reimbursed unless all **four** documents are provided together. Employee may submit paperwork by:

- emailing all **four** documents to Amanda Humphrey
- interoffice mail to Central Office

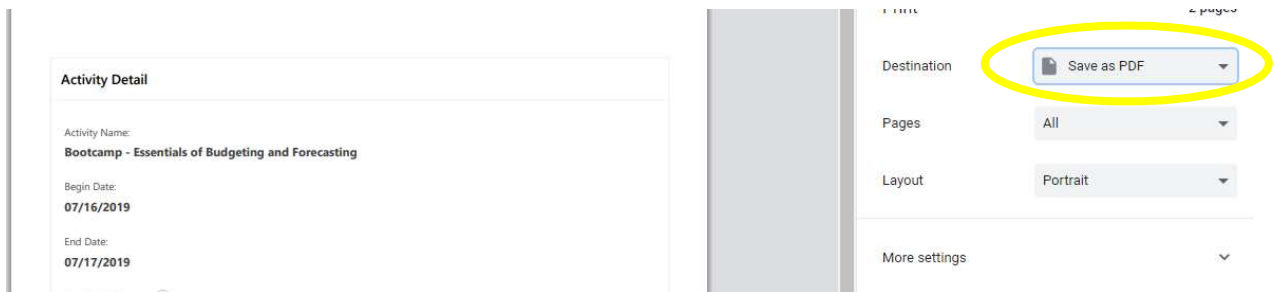
Scroll down and click “PRINT Activity Detail”



Select “Print Activity” in the top left corner



Change the destination in the print settings to “save as PDF” (or choose your local printer if mailing hard copies to Central Office).



Save with your name and course name as the file name:

