

**PART I – INITIALIZING REQUEST**  
**REQUEST FOR CERTIFIED TUITION REIMBURSEMENT**  
*(Print or type and submit to Human Resources Office for approval)*

Name (Please Print or type) \_\_\_\_\_

Employee ID Number \_\_\_\_\_

School \_\_\_\_\_

Position \_\_\_\_\_

Degree Program <i>(\$128.75 per semester hour)</i>	*Core Content Coursework <i>(\$206.00 per semester hour)</i>
University: _____	University: _____
Expected Degree _____	Course Title: _____
Major: _____	Course #: _____ # Semester hours _____
Start Date: _____ End Date: _____	Start Date: _____ End Date: _____
Total Credit Hours for Degree _____	Is this also part of a Degree program you are enrolled in? ___ Yes ___ No
<input type="checkbox"/> <b>DEGREE COURSE REQUIREMENTS MUST BE ATTACHED</b>	If yes, list Degree and Major _____ <input type="checkbox"/> <b>COURSE DESCRIPTION ATTACHED (RECOMMENDED)</b>

\*Core Content Coursework is defined as for courses taken in the Teacher’s current content area, Special Education, the core content areas of Math, English, Science and Social Studies and those courses that in the opinion of the Superintendent or his/her Designee will enrich the teacher’s instructional skills.

I certify that I understand that according to the contractual agreement I am to be employed on a regular contract and have completed two years of satisfactory service and have been notified of reemployment for the succeeding year to apply for reimbursement of tuition cost incurred in a study for credit at an accredited college/university (North Central, NCATE or equivalent). I also understand that I will receive tuition reimbursement of \$128.75 per semester hour up to a maximum of 24 hours upon completion of a pre-approved degree program or \$206.00 per semester hour up to a maximum of twelve (12) semester hours per year for pre-approved coursework completed in a core content area. In the event the total approved requests exceed the dollar limitation allocated, payments will be prorated on a per credit basis. It is my responsibility to make full payment for the course I intend to take. I understand that I will receive tuition reimbursement, per the guidelines, after successfully completing a pre-approved degree or content area the course, per contractual agreement, and submitting official transcripts, payment receipts for the degree/content area course, and the Part II Finalizing Request form. I understand that I am responsible for any educational expense reimbursement in accordance with current tax codes. As a teacher who has received reimbursement under this program, I commit to working for Valley View School District 365U for one (1) complete school year following the final expense reimbursement I receive. I understand that if I choose to terminate my employment before completing one (1) full school year of service, I will repay Valley View School District for such professional reimbursement. I understand that once I submit my irrevocable notices of retirement to the District, I am not eligible to receive tuition reimbursement or apply for a salary advancement due to the completion of course work or a degree program.

Tuition reimbursements are not taxable or reportable to TRS, therefore a separate check will be issued. I understand that tuition reimbursement shall be calculated from each July 1 through the following June 30. Tuition reimbursements will be paid in December and June. **I understand that the Part I Initializing Request form must be completed and submitted to the Human Resources Administrator PRIOR TO the start of the Degree/Core Content course and that a separate Part I Initializing Request form must be completed for each degree program or content area course submitted for approval. I also understand that the Part II Finalizing Request form, official transcript and receipt must be submitted to the Human Resources Administrator by October 15<sup>th</sup> to ensure payment in December and by April 15<sup>th</sup> to ensure payment in June.** I understand that all coursework submitted for reimbursement shall be submitted no later than twelve (12) months after the course completion.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

<b>TO BE COMPLETED BY THE EXECUTIVE DIRECTOR FOR HUMAN RESOURCES OR DESIGNEE</b>	
Degree program or Core Content Coursework is allowable within the guidelines as specified by contract? ___Yes ___No	
Degree program or Core Content Coursework to be used for Salary Advancement? ___Yes ___No	
I certify that the applicant is eligible to request reimbursement according to the guidelines and pending satisfactory completion of Part II of this request.	
_____	_____
Executive Director for Human Resources	Date