

## PART I – INITIALIZING REQUEST

### **REQUEST FOR CLASSIFIED 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<br><i>(\$87.50 per semester hour)</i>   | Field of Employment Coursework<br><i>(\$154.50 per semester hour)</i>   |
|--|---|
| <p>University: _____</p> <p>Expected Degree _____</p> <p>Major: _____</p> <p>Start Date: _____ End Date: _____</p> <p>Total Credit Hours for Degree _____</p> <p><input type="checkbox"/> <b>DEGREE COURSE REQUIREMENTS MUST BE ATTACHED</b></p> | <p>University: _____</p> <p>Course Title: _____</p> <p>Course #: _____ # Semester hours _____</p> <p>Start Date: _____ End Date: _____</p> <p>Is this also part of a Degree program you are enrolled in?<br/>___ Yes ___ No</p> <p>If yes, list Degree and Major<br/>_____</p> <p><input type="checkbox"/> <b>COURSE DESCRIPTION ATTACHED RECOMMENDED</b></p> |

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 \$87.50 per semester hour up to a maximum of 24 hours upon completion of a pre-approved degree program or \$154.50 per semester hour up to a maximum of six (6) semester hours per year for pre-approved coursework completed in field of employment. 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/field of employment 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.

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/field of employment course and that a separate Part I Initializing Request form must be completed for each degree program or field of employment 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

**TO BE COMPLETED BY THE EXECUTIVE DIRECTOR FOR HUMAN RESOURCES OR DESIGNEE**

Degree program or Field of Employment coursework is allowable within the guidelines as specified by contract? \_\_\_ Yes \_\_\_ No  
Degree program or Field of Employment 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