

CLASSIFIED STAFF – TUITION REIMBURSEMENT EMPLOYEE AGREEMENT

- A. The District will provide a sum of \$5,000 per year for tuition reimbursement for those enrolled in Education degree programs that lead to teaching licensure. Tuition reimbursement will be paid at the actual tuition amount, not to exceed \$300.00 per credit. A maximum of four (4) quarter credit hours may be taken during the school year by each classified staff member, to the extent that funds are available in the annual District contribution. Any semester credit hours will be converted to quarter hours for purposes of computation.
- B. In order to be eligible for reimbursement, courses shall be graduate level or undergraduate level with prior approval from the Superintendent, and successfully completed with passing grades.
- C. Staff new to the District do not qualify for reimbursement until the first college term following employment.
- D. Requests for reimbursement must be for Education classes related to achieving teaching licensure.
- E. The District reserves the right to exceed this total at its discretion, and the exercise of such discretion shall not be subject to the Grievance Procedure.
- F. In the event that the funds allocated for tuition reimbursement are exhausted prior to the end of the year, the District will reassess and determine the best course of action to address any needed funds.
- G. The District will not provide tuition reimbursement for classes which are covered 100% by other sources, such as scholarships, grants, etc.
- H. Reimbursement shall not be made for books, lab fees, technology fees, library fees, I.D. cards, gym fees, food, housing, transportation, supplies or other tuition expenses.
- I. The District will provide a tuition reimbursement form outlining procedures for application by the classified staff member. An official grade slip and receipt of payment shall be attached to the form.
- J. A classified staff member must remain employed with the District for at least one school year following reimbursement. A payback agreement may be issued when the amount reimbursed is \$1,000 or more.
- K. Classified staff not returning to the District in September will not receive reimbursement for courses taken during the second semester or previous summer.

I have read and understand the information above and what is expected of me when receiving tuition reimbursement, including repayment of funds if I do not remain employed with Sheridan School District for a minimum of 1 school year following acceptance of funds.

Printed Employee Name

Employee Signature

Date