Knappa School District No. 4

Updated – 08/17

Tuition Reimbursement Request

(certificated personnel only)

Article 17, Section B, of the 2017-2019 agreement between the Knappa School District No. 4 and the Knappa Education Association, requires the District to reimburse tuition for graduate credit course work, as follows:

Article 17, Section B – Expenses for Workshops/Tuition

B. Tuition for graduate credit course work (for which graduate credit is granted) will be paid by the District at a rate not to exceed the state college or university selected by the Association. The institution selected shall not change during the term of the Agreement. Tuition will be prorated for part time. The reimbursement rate of three (3) credits per year is subject to the following conditions:

1. **Contract and probationary teachers shall be allowed to accumulate three (3) credits per year of service in the District, to a maximum of nine (9) credits. Tuition reimbursement may be prorated for part time employees based on their FTE.**

To be eligible for tuition reimbursement, the graduate credit must be with prior approval of the Superintendent or designee; the graduate credit course work must be taken at an institution of higher education which is accredited by a regional accreditation agency (e.g., Northwest Association of Secondary Schools and Colleges) and the course work must be successfully completed with a passing grade by the teacher. Evidence of these conditions must be submitted by the teacher prior to reimbursement. Tuition reimbursement will not be granted for credits taken prior to accumulation of credit.

TO BE COMPLETED BY THE EMPLOYEE AND FORWARDED TO BUSINESS OFFICE

Employee Name _____ Date of Request _____

Reimbursement Requested _____ (# of credits) Send Check to _____ (KHS, HLE, Home)

For Class Taken _____ term at _____
(example: Summer 2017) (name of school attended)

Class Name and # _____

Prior Approval/ Superintendent _____ Date _____

Attach copies of the following:
1) **Receipt listing class and fees**
2) **Copy of grade report**

TO BE COMPLETED BY DISTRICT PERSONNEL OFFICE

Is the class on the attached grade report approved graduate course work, within the major area of study, and taken at an institution of higher education accredited by a regional accreditation agency? Yes ☐ No ☐
If the answer to this question is "no," then this request must have the approval of the Superintendent below:

Superintendent _____ Date _____

Is employee full (F) or part-time (P)?	_____	_____	_____
	2 years prior	**prior**	**current**
Is employee probationary (PB) or permanent (PM)?	_____	_____	_____
	2 years prior	**prior**	**current**

TO BE COMPLETED BY DISTRICT BUSINESS OFFICE

Credits/Term/School Attended/Year Earned _____

EOD _____ Vendor # _____ Account # 100-2240-245-003

U of O rate _____ _____ rate _____
(# credits = amount) (school attended) (# credits = amount)

Amount approved for reimbursement: $ _____

_____	_____
Approval	**Approval**