

# TUITION REIMBURSEMENT FOR PROFESSIONAL STAFF

## TUITION REIMBURSEMENT APPLICATION FOR COURSE WORK COMPLETED DURING THE **SPRING 2018** SEMESTER

Prior to submitting for reimbursement, the professional employee must provide the Superintendent with a copy of his or her individual approved Program of Studies at an accredited college or university which includes the required course(s) and complete the attached form.

Professional employees will be eligible to receive tuition reimbursement not to exceed 6 credits per fiscal year at the prevailing 2017-2018 state system rate, specifically, Slippery Rock University at \$500 per credit. Maximum amount is not to exceed the cost of course(s).

To receive payment, the professional employee must provide the Superintendent with a copy of the completed application for reimbursement, the fee statement, a copy of the grade report, and letter of acceptance into a Master's Degree program. An official transcript from the office of the registrar must also be on file in the Superintendent's office, and a grade of B or its equivalent is required for reimbursement.

At a minimum, the institutions from which the credit is received must be accredited and approved by the Superintendent and one which would be acceptable to the Pennsylvania Department of Education for teacher certification purposes.

This program is subject to the same restrictions as enumerated in Appendix "A," Article VI, Salary Adjustments for Post-Graduate Work.

**2018 Spring semester tuition reimbursement will be made in accordance with the following schedule:**

COURSES TAKEN	APPLICATION SUBMISSION DATE	PAYMENT IN A LUMP SUM AFTER APPROVAL AT THE SCHOOL BOARD OF DIRECTORS MEETING ON
<b>SPRING SEMESTER 2018</b>	<b>JUNE 1, 2018- JULY 15, 2018</b>	<b>MONDAY, AUGUST 20, 2018</b>

**As a condition to receiving reimbursement, the employee agrees to continue in employment for the Butler Area School District for three full school years (August – June) following completion of coursework for which reimbursement is made.**

**In the event that the employee resigns or retires from his/her employment with the district (other than a disability retirement through PSERS), the employee shall return the district tuition monies received in accordance with the following schedule:**

YEAR 1	75%
YEAR 2	50%
YEAR 3	25%

*Example A:* Reimbursement Received: 2015-2016: \$1,000  
2016-2017: \$1,000

*\*If employee resigns during the 2017-18 school year, they must refund the Butler Area School District \$500 of monies received in 2015-16, and \$750 of monies received in 2016-17.*

*Example B:* Reimbursement Received: 2015-2016: \$1,000  
2016-2017: \$1,000

*\*If the employee resigns during the 2019-20 school year, they owe no money from the 2015-16 school year; but must refund \$250 from the 2016-17 school year.*

**PROFESSIONAL STAFF**  
**TUITION REIMBURSEMENT APPLICATION FOR COURSE WORK COMPLETED**  
**DURING THE **SPRING 2018** SEMESTER**

(Copy on Pink)

\_\_\_\_\_

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>
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**Building Assignment:** \_\_\_\_\_

**Requested amount of tuition reimbursement:** \$ \_\_\_\_\_

(Reimbursement will be at the Slippery Rock University rate of \$500 per credit; Maximum amount is not to exceed the cost of course/s.)

**Granting Institution:** \_\_\_\_\_

**Number of Applicable Credits:** \_\_\_\_\_

(Maximum amount is not to exceed six (6) credits per fiscal year.)

<u>Course Numbers &amp; Title/Description</u>	<u>Start Date</u>	<u>Completion Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**The following documents must be submitted along with this form for your tuition reimbursement application to be processed:**

\_\_\_\_\_ **Letter of Acceptance into a Master's Degree program** (Certificate programs are not eligible for tuition reimbursement)

\_\_\_\_\_ **Official transcript** showing grades (A or B required) Please send note indicating grade if transcript will be delayed; then send transcript as soon as available. ***Electronic/Internet transcript copies cannot be accepted.***

\_\_\_\_\_ **Paid, itemized, course receipt** for credits for which you are applying for reimbursement. Paid receipt should list individually the course name and the amount charged for the course. Do not include any course fees.

\_\_\_\_\_ **Request For Check** form completed. (Attached)

Application and all necessary documents may be submitted to Ellen Scott in the Business Office at the  
Harriger Educational Services Center, beginning  
June 1, 2018 through July 15, 2018.

<b>Tuition reimbursement will be paid in a lump sum payment after approval at the August 20, 2018 Board of School Director's meeting.</b>
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**BUTLER AREA SCHOOL DISTRICT  
TUITION REIMBURSEMENT - REQUEST FOR CHECK**

**Make Check Payable to:**

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Send to: Ellen Scott along with all required Tuition Reimbursement documentation.**

Office Use:
Budget Item _____
OK'd by _____
OK'd by _____
Check No. _____
Date Paid _____

Description	Amount	Budget Item
TUITION REIMBURSEMENT		

<b>TOTAL</b>	<b>\$</b>
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**Check requested by (please sign):** \_\_\_\_\_

**Date of request:** \_\_\_\_\_