

TUITION REIMBURSEMENT FOR SUPPORT PROFESSIONAL STAFF

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

Reimbursement allocations will be based on the 2017-2018 Butler County Community College tuition rate of \$104 per credit within the scheduled \$11,000 allocation for the 2017-2018 year.

EXAMPLES OF INDIVIDUAL CALCULATIONS BASED UPON 2017-2018 BUTLER COUNTY COMMUNITY COLLEGE TUITION RATE OF \$108 PER CREDIT			
Support Professional Employee	Credits Submitted	x Reimbursement Per Credit	Reimbursement
A	1	\$108.00	\$108.00
B	3	\$108.00	\$324.00

No one shall receive a payment greater than the cost of their credits. The individual will be reimbursed up to a maximum amount equal to three (3) credits per course with a maximum of six (6) per year.

The support 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).

To receive payment, the support professional employee must provide the Superintendent with a copy of the fee statement, a copy of the grade report, and proof of enrollment status. An official transcript from the office of the registrar must also be on file in the Superintendent's Office, and only courses having a grade of "B" or better will be reimbursed.

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.

SUPPORT PROFESSIONAL STAFF

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

(Copy on Yellow)

Last Name

First Name

Middle Initial

Building Assignment: _____

Requested amount of tuition reimbursement: \$ _____

(Reimbursement will be at the **Butler County Community College rate of \$108 per credit**; Maximum amount is not to exceed the cost of the course/s)

Granting Institution: _____

Number of Applicable Credits: _____

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

Course Numbers & Title/Description

Start Date

Completion Date

<u>Course Numbers & 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 to be processed:

_____ **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.

Tuition reimbursement will be paid in a lump sum payment after approval at the August 20, 2018 Board of School Director's meeting.

**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		

TOTAL	\$
--------------	-----------

Check requested by (please sign): _____

Date of request: _____