

TUITION REIMBURSEMENT FOR ACT 93 STAFF

TUITION REIMBURSEMENT APPLICATION FOR COURSE WORK COMPLETED JULY 1, 2021-JUNE 30, 2022

Prior to submitting for reimbursement, the Act 93 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.

Act 93 employees will be eligible to receive tuition reimbursement not to exceed 6 credits per fiscal year (July 1, 2021-June 30, 2022) at the prevailing 2021-2022 state system rate, specifically, Slippery Rock University at \$516 per credit. Maximum amount is not to exceed the cost of course(s).

To receive payment, the Act 93 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.

As a condition to receiving reimbursement, the employee agrees to continue in employment for the Butler Area School District for five full school years (July-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 1-2	100%
YEAR 3	75%
YEAR 4	50%
YEAR 5	25%

Example A: Reimbursement Received: 2018-2019: \$1,000
2019-2020: \$1,000

**If employee resigns during the 2021-2022 school year, they must refund the Butler Area School District \$750 of monies received in 2018-2019, and \$1,000 of monies received in 2019-2020.*

Example B: Reimbursement Received: 2017-2018: \$1,000
2018-2019: \$1,000

**If employee resigns during the 2022-2023 school year, they must refund the Butler Area School District \$250 of monies received in 2017-2018, and \$500 of monies received in 2018-2019.*

ACT 93 STAFF
TUITION REIMBURSEMENT APPLICATION FOR COURSE WORK
COMPLETED JULY 1, 2021-JUNE 30, 2022

**APPLICATION AND ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED
JUNE 1, 2022 THROUGH JULY 15, 2022.**

Last Name

First Name

Middle Initial

Requested amount of tuition reimbursement: \$ _____

(Reimbursement will be at the Slippery Rock University rate of \$516 per credit; Maximum amount is not to exceed the cost of course(s). **Do not include any course fees as these are not reimbursable.**)

Granting Institution: _____

Number of Applicable Credits: _____

(Maximum amount is not to exceed six (6) credits per fiscal year: July 1, 2021-June 30, 2022)

Course Numbers & Title/Description

Start Date

Completion Date

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**

_____ **Official transcript** showing grades ("B" or its equivalent). Please send note indicating grade if transcript will be delayed; then send transcript as soon as available. **Internet/electronic transcripts or copies cannot be accepted. Transcripts may be mailed via US Mail, but must be received no later than July 15, 2022, to:**

Ellen Scott,

110 Campus Lane, Butler, PA 16001

_____ **Paid, itemized, course receipt** for credits for which you are applying for reimbursement. Paid receipt should list individually the course name, the amount charged for the course and stating a \$.00 account balance. ***Do not include any course fees as these are not reimbursable.***

_____ **Request For Check** form completed (attached). Please complete the following sections:
Make Check Payable To, Amount, Total Amount, Check Requested By and Date of Request.

Application, and all required documentation, must be submitted no later than July 15, 2022 to: Ellen Scott, Administration Office. Submissions received without all required documentation, with the exception of the transcript if being mailed directly, will be returned to the submitter.

Payment for tuition reimbursement will be submitted for approval at the August 15, 2022 Board of School Director's meeting. Payments for submissions will be processed prior to August 26, 2022.

**BUTLER AREA SCHOOL DISTRICT
TUITION REIMBURSEMENT - REQUEST FOR CHECK**

**MAKE CHECK PAYABLE TO:
(COMPLETE ALL INFORMATION)**

NAME

STREET ADDRESS

CITY

STATE

ZIP

FOR OFFICE USE ONLY:

Budget Item: _____

OK'd by: _____

OK'd by: _____

Check No: _____

Date Paid: _____

COURSE #	COURSE NAME	TOTAL CREDITS	AMOUNT OF REIMBURSEMENT	BUDGET ITEM (OFFICE USE ONLY)
TOTAL AMOUNT OF TUITION REIMBURSEMENT REQUESTED				

CHECK REQUESTED BY (SIGN NAME): _____

DATE OF REQUEST: _____

SEND COMPLETED CHECK REQUEST, ALONG WITH ALL REQUIRED TUITION REIMBURSEMENT DOCUMENTATION, TO: ELLEN SCOTT, ADMINISTRATION BUILDING.