TUITION REIMBURSEMENT APPLICATION

PLEASE READ CAREFULLY:

I understand that the maximum reimbursement is **$225.00** per semester hour or **$150.00** per quarter hour, up to a maximum of **$1,200.00** per person, per year, to a maximum of **$40,000.00** for each year of the present negotiated contract. Reimbursement will be made upon receipt of an **official transcript** showing successful completion of all courses listed below **along with a copy of your proof of payment for the course.** Only one reimbursement check will be issued per application; therefore, if you are taking multiple classes at various times or if you are not taking them from one university, it is suggested you complete an application for each class. This will allow you to receive your reimbursement check at the completion of each class. No reimbursement will be approved after the total negotiated amount of general funds has been encumbered. Reimbursement will be made for course work related to the teacher's assignment or shall be a part of a program that will result in an advanced degree in the field of education or re-certification. Courses must be taken from an accredited college or university. Classes must start between July 1st and June 30th of the following year. To be eligible for reimbursement, a teacher must submit a request for approval before the start of the course. No substitutions for approved courses will be honored without the prior approval of the superintendent/designee. Credit for conferences, workshops, seminars, etc. from an accredited college or university will be applied if such credit is given and is related to the teacher's job responsibilities. A teacher who completes course work during the summer must return to work in the Lexington Schools to be eligible to claim any reimbursement.

I hereby apply for **$**_____ in tuition reimbursement for college credit to be obtained during the _____school year. **FALL, WINTER, SPRING, SUMMER** (Circle those that apply)
Date of first class**:**_____. The classes will be taken between July 1st and June 30th of the following year from _____(College or University)

COURSE NAME	**COURSE #**	**QUARTER HRS.** or **SEMESTER HRS.**
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____
Signature of Applicant

Date received:_____
Application is approved:_____
Application is denied: _____
Reason for denial:_____
_____

_____
Signature of Superintendent/Designee

Updated 12.18.2014