

## Tuition and National Board Certification

### Reimbursement Request Form

*Please read Policy 4049 on the reverse side prior to completing this request form*

**Deadline is May 25 for summer courses and one week prior to the start of fall or spring courses.**

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

**Select all that apply:**

Graduate Degree Program Reimbursement    
  Additional Endorsement Reimbursement    
  National Board Certification Reimbursement

Program of Study    
  Attached    
  On File

**Course Information\*:**

College/University Name	Course Number	Course Name	Course Date	Credit Hours	Cost/Credit Hour

\*Programs of study in educational administration are not eligible for reimbursement.

\_\_\_\_\_  
 Date \*\* \_\_\_\_\_  
 Teacher's Signature

\*\*In signing this form, I hereby attest that I have read, understand, and agree to adhere to Policy 4049.

\_\_\_\_\_  
 Date \_\_\_\_\_  
 Superintendent's Approval

*Erin Heineman at ext. 1202 or erin.heineman@lexschools.org with questions.*

**Office Use Only**

Transcript Received Date: \_\_\_\_\_

Approved: Yes \_\_\_\_\_ No: \_\_\_\_\_

Payment amount: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Check No.: \_\_\_\_\_

### Reimbursement for Tuition and National Board Certification

The Board, in its sole discretion, shall determine the level of funding for tuition and national board certification reimbursement, as described below, and may terminate or amend the provisions of either or both programs for any reason it deems necessary at any time.

#### Tuition Reimbursement

The District shall reimburse college tuition for any staff member who meets either one of the following criteria:

1. The employee is enrolled in a graduate degree program at an accredited college or university in his/her field or in a closely associated field (e.g. Curriculum and Instruction) as approved by the superintendent. Programs of study in educational administration are not eligible for reimbursement. The classes for which tuition reimbursement is requested must fulfill requirements of the graduate program of study.
2. The employee, at the request of the superintendent, is taking classes to add additional endorsements to his/her certificate.

#### Procedure:

1. For those seeking graduate degree program reimbursement: Sufficient evidence of admittance into an eligible graduate degree program and a program of study shall be provided to and approved by the superintendent prior to requesting reimbursement.

For those seeking reimbursement for an additional endorsement: A program of study for the additional endorsement shall be submitted to and approved by the superintendent prior to requesting reimbursement.

2. Prior to taking an approved course, the employee shall fill out and submit a Tuition Reimbursement Request Form to the superintendent. The form must be received by the superintendent on or before May 25 for graduate courses offered during the summer. For fall or spring classes, the superintendent must receive the form at least one week prior to the start of the course.
3. To be reimbursed, the employee shall submit a copy of the college transcript documenting successful completion of the approved coursework. Successful completion shall mean a passing grade as determined by the college or university from which the coursework was taken and credit awarded by the college or university toward the employee's degree program.

#### Level of Reimbursement:

1. The District shall reimburse up to \$180.00 per credit hour for coursework approved by the superintendent. If the total requested reimbursement exceeds allocated program funds, the superintendent shall pro-rate the reimbursement to each participating employee on an equal basis.
2. Employees may also seek tuition reimbursement for classes taken during the fall and spring, subject to the availability of program funds after summer requests have been honored.

#### Repayment Provision:

For program participants who were approved on or before July 13, 2015: A staff member shall not be required to repay the cost of the tuition if he or she remains in the employment of the school district for three years after earning the degree. An employee who leaves the employment of the school district prior to earning the degree must repay the school district for the tuition, fees and expenses that have been paid by the school district on his/her behalf. An employee who leaves the employment of the school district in fewer than three years after earning such a degree shall be responsible for repaying the school district for one-third of the tuition, fees and expenses for each year less than three that he or she remains.

For program participants who are approved after July 13, 2015: A staff member shall not be required to repay the cost of the tuition if he or she remains in the employment of the school district for five years after earning the degree. An employee who leaves the employment of the school district prior to earning the degree must repay the school district for the tuition, fees and expenses that have been paid by the school district on his/her behalf. An employee who leaves the employment of the school district in fewer than five years after earning such a degree shall be responsible for repaying the school district for one-fifth of the tuition, fees and expenses for each year less than five that he or she remains.

#### Reimbursement for National Board Certification

The District shall reimburse any staff member, while employed by the District, up to \$1000.00 for expenses incurred in obtaining National Board Certification. This reimbursement shall be authorized after the individual provides sufficient evidence to the superintendent that s/he has obtained this certification. This policy shall apply to individuals who have obtained National Board Certification during or after the 2013-2014 school year.

Adopted on November 11, 2013

Reviewed on \_\_\_\_\_

Revised on February 10, 2013

Revised on July 13, 2015