

Otsego Public Schools

Tuition Reimbursement

Teacher _____ Vendor # _____
 Position _____ Building _____

DATE	CLASS #	CLASS DESCRIPTION	# OF CREDITS	TUITION PAID
TOTAL AMOUNT OF REIMBURSEMENT			\$250/cr. hr. X	= \$

PLEASE NOTE: Employee must attach a copy of a report card or other documentation of successful completion and proof of tuition paid (itemized statement – not receipt).

Approved Denied Reason: _____

Reimbursement Paid In Full until _____ teaching certificate cycle.

Superintendent's Signature

Date

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OEA Master Agreement, 2017-2020, Article 11, page 22

D. Teachers shall be reimbursed the tuition costs incurred by the teacher for graduate credit or State Continuing Education Clock Hours (SCECH's, formerly known as State Board Continuing Education Units or SB-CEU's) earned in compliance with the requirements of this contract provision. In no case shall the tuition reimbursement exceed six (6) semester hours or 180 SCECH's, or a combination of both, in any five-year certification cycle. SCECH's must be earned in the 5-year cycle for which reimbursement is sought, and Reimbursement shall not exceed \$250 per credit hour or per 30 SCECH's.

In order to be approved, credits or SCECH's must be of a nature that they will contribute to the development of knowledge and skills related to the teacher's assignment or possible future assignment. In order to receive payment for credits or SCECH's earned, all credits and/or SCECH's must be submitted within 3 months of course completion, and approved in writing by the Superintendent or his/her designee and earned through an accredited college or university. The District shall inform the employee of the disposition of his/her application within ten (10) days. It shall be the teacher's responsibility to file the necessary documentation to verify completion of the requirements and receipt of graduate credit or SCECH's prior to reimbursement.

===== For Office Use Only =====

ASN	AMOUNT	DATE

Send completed form to the Superintendent for approval.