

**Fill out this form "Before" You Take Class**

***Goshen Local School District  
Tuition Reimbursement Approval of Course Work Form***

In requesting tuition reimbursement, if eligible, fill out the form below and return it to the Superintendent.

Teacher's Name \_\_\_\_\_ Building \_\_\_\_\_ Date \_\_\_\_\_

Beginning Date of Class \_\_\_\_\_ (M, D & Y) Ending Date of Class \_\_\_\_\_ (M, D & Y)

University \_\_\_\_\_

**Article 8 – Fringe Benefits:**

**8.07 Tuition Reimbursement:**

A. The Board shall agree to commit an amount not to exceed \$35,000.00 annually to be utilized for college course tuition reimbursement.

B. A teacher shall be reimbursed up to \$1,500.00 per year for course work taken from July 1 to June 30 on a graduate or post-baccalaureate level.

C. The course work must be with an accredited college or university and must be approved by the Superintendent **prior** to teacher attendance to be eligible for reimbursement.

D. The course work must be in one of the following:

- (1) The teacher's field of certification/license.
- (2) Course work to maintain/upgrade certification/license.
- (3) In the field of education or technology.
- (4) In other course work areas as approved in advance at the Superintendent's discretion.

**E. The teacher must request reimbursement pursuant to this provision within forty-five (45) days after the university/college presents its grades and within said time frame must present proof of earned credit of a grade B or better (pass in a pass/fail course) in order to receive reimbursement. Grades/transcripts must be submitted no later than June 30<sup>th</sup> in order to receive reimbursement on July 15<sup>th</sup>.**

F. Reimbursement shall be paid on a pro-rata basis annually on July 15<sup>th</sup>, the amount of \$35,000.00 or more shall be divided equally among those teachers eligible to receive reimbursement, with the exception that no teacher shall receive more than \$1,500.00 annually in tuition reimbursement.

**G. In order to be eligible for tuition reimbursement provisions of this agreement, a teacher must be employed with the Goshen Local School District Board of Education for at least one year PRIOR to participation in the plan. Additionally, a teacher must also be employed on a regular basis by the Goshen Local School District Board of Education both during the year the courses are taken and completed and during the time reimbursement is made.**

**Coursework Notification/Approval**

<u>Name of Course</u>	<u># of Hours</u>	<u>Semester Hours</u>	<u>Quarter Hours</u>	<u>Category 1,2,3,4 (See Above)</u>	<u>Total Cost</u>

Include a copy of the **university/college's** description of the course (from syllabus or registration catalog)

Application approved: Yes \_\_\_\_\_ No \_\_\_\_\_

Superintendent's signature \_\_\_\_\_ Date \_\_\_\_\_

Indicates acceptance of coursework for tuition reimbursement pool or approval of other course work not addressed in A-G.