Mercer County School District #404 - Tuition Reimbursement & Advancement on Pay Scale

- ⇨ This form must be submitted for approval prior to start date of class(es).
- ⇨ There is no tuition reimbursement if workshop expense reimbursement is requested.
- ⇨ Teachers must use personal days (dock days if personal days have already been used) if course attendance results in teacher absence.

This request is for:
(check all that apply)

- ☐ A course which the MCSD #404 has asked me to take.
- ☐ A relevant undergraduate course in my field (for staff without master's degree).
- ☐ *Reimbursement: **actual tuition cost** up to $275.00 per sem hr completed not to exceed 3 courses per school year (subject to pool rules).
- ☐ *Reimbursement: **actual tuition cost** up to $350.00 per sem hr completed not to exceed 3 courses per school year **(approved graduate program)**.

(**copy of graduate program study required)

Date class starts:	Date class ends:	College or University:	Number:	Title of Course:	Sem Hrs:
_____	_____	_____	_____	_____	☐

Description of course: PLEASE ATTACH SUPPORTING DOCUMENTATION

Date	Teacher's Printed Name	Teacher's signature
_____	_____	_____

Approved:

- ☐ Semester hours approved towards credit on salary schedule.
- ☐ *Reimbursement: **actual tuition cost** up to $275.00 per sem hr completed not to exceed 3 courses per school year (subject to pool rules).
- ☐ *Reimbursement: **actual tuition cost** up to $350.00 **(graduate program)** per sem hr completed not to exceed 3 courses per school year (subject to pool rules).

Denied:

- ☐ Failure to obtain prior approval (before class started).
- ☐ Curriculum not relevant for current assignment.
- ☐ Other:_____

Date	Superintendent's signature
_____	_____

Application for tuition reimbursement shall be submitted to the Superintendent **BEFORE** coursework begins. provided approval is obtained for additional college courses in their field of the actual tuition cost (mileage, books, meals, etc. not reimbursed) not to exceed $275.00 dollars per semester hour, not to exceed 3 courses per year, subject to pool rules. Teachers shall receive reimbursement porvided approval is obained for an approved gradtuate program not to exceed Three Hundred Fifty ($350) dollars per semester hour. Undergraduate courses taken for salary lane movement must be in the teaching field of the teacher or be directly related to the teacher's current responsibilities (e.g., RtI, inclusion, classroom management, data analysis, etc). Additionally, an approved undergraduate course must be taken after the conferral of certification, and must have administrative approval. Only the classes taken after the final class for teacher certification is completed shall be counted toward salary lane movement. Credit hours taken at the written request of the Superintendent, as a designee of the Board of Education, shall be reimbursed by the Board of Education upon successful completion (as defined in advance by the Board of Education) of the course(s) . ***The employee shall be reimbursed for the cost of tuition and textbooks when final grades and receipt of costs are submitted to the district office.***

COMPLETED COURSE PAPERWORK (TRANSCRIPTS, RECEIPTS) NEEDS TO BE TURNED IN TO THE DISTRICT OFFICE BEFORE THE 1ST DAY OF SCHOOL IN ORDER TO BE MOVED ON THE SALARY SCHEDULE.

Tuition reimbursement for administrative certification classes shall be reimbursed as follows:
Year 1 following completion of certification program: $1500.00
Year 2 following completion of certification program: $1500.00
Year 3 following completion of certification program: $1500.00

updated
1/18/2023