

**XENIA COMMUNITY SCHOOLS
GRADUATE TUITION REIMBURSEMENT FORM**

**[2018-2019]
FOR CERTIFICATED PERSONNEL**

PLEASE READ INSTRUCTIONS ON REVERSE

NAME _____ LAST FOUR SECURITY # _____

BUILDING _____ GRADE LEVEL _____ SUBJECT _____

HOME ADDRESS _____

For Semester _____ or Quarter _____ Beginning _____ Ending _____
[Date] [Date]

COURSE WORK APPROVAL / DISAPPROVAL

Number & Name of Course	College or University	Number of Hours Semester _____ Quarter _____	Cost Per Credit Hour
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Date Submitted _____ Teacher's Signature _____

Note: PLEASE SUBMIT THIS FORM TO THE PERSONNEL OFFICE. YOU WILL RECEIVE A COPY OF THIS FORM ONCE IT IS APPROVED / DISAPPROVED. ATTACH CERTIFIED TRANSCRIPT(S), PROOF OF PAYMENT TO YOUR COPY AND RETURN TO THE PERSONNEL OFFICE – NO LATER THAN SEPT. 20.

**FOR OFFICE USE ONLY
BELOW - TO BE COMPLETED BY PERSONNEL OFFICE**

Date Received In Personnel Office _____ Hours Approved _____ Hours Denied _____

Director of Personnel _____ Date _____
[Signature]

REIMBURSEMENT APPROVAL

Reimbursement for the 2018-2019 school year. Payment received by October 15, 2019 [if still on staff]

Payment Approved: Hours Approved _____ Dollar Amount to be Paid \$ _____

6.20 Tuition Reimbursement

6.201 It is agreed that thirty thousand dollars (\$30,000.00) will be established as the annual amount appropriated by the Board for educational growth payments to bargaining unit members. This amount will be appropriated each year of this Agreement. In addition to the annual appropriation, any remaining balance from the 2017/2018 school year and prior years, will be carried forward each year of this contract until this remaining balance is at zero dollars (\$0.00). The total amount paid to all bargaining unit members during each year of this Agreement will not exceed this cap plus the remaining balance from the 2017/18 school year. Once the remaining balance from the 2017/18 appropriation year is completely spent, the annual amount appropriated will be the established amount of thirty thousand dollars (\$30,000.00).

6.202 In order to qualify for this educational growth payment, a teacher must teach in the District the year following completion of the work. To clarify, if a teacher completes courses during the previous school year, he/she will be paid the educational growth payment during the following school year, no later than October 15, if he/she is still teaching in the District.

6.203 The teacher shall submit the form attached hereto and a copy of the registration form to the Superintendent or designee. The payment shall apply only towards graduate work beyond the BA level acquired by the teacher to meet certification or licensure requirements established by the State of Ohio for maintaining or upgrading their current certificate or license. Satisfactory evidence of successful completion of the course (certified transcripts) and proof of payment will be presented to the Superintendent or designee upon the completion of the course, and no later than September 20.

6.204 For approved college credit the amount payable to any teacher shall be up to Seven Hundred Fifty Dollars (\$750.00) per year. In no event shall payment exceed the actual cost of the college credit.

6.205 The year for disbursement purposes is defined as July 1 through June 30. The classes for any coursework must have started on or before June 30 in order for the teacher to receive reimbursement by October 15. All qualified teachers who take approved credit hours within this time period and submit their documentation in a timely manner will receive some reimbursement.

6.206 The reimbursement rate will normally be the rate listed in 6.214. However, if the dollar value of the number of credit hours taken by all teachers during the defined year exceeds the cap in 6.211, then the total credit hours taken will be divided into the cap to calculate a new per credit hour reimbursement rate. Each qualified teacher will then be reimbursed using this new per credit hour rate. (See Appendix A per form)