



BARRY INTERMEDIATE SCHOOL DISTRICT

TUITION REIMBURSEMENT REQUEST

EMPLOYEE NAME:

DEPARTMENT:

SESSION: Fall Spring Summer

UNI/COLLEGE:

NUMBER OF CREDITS:

COURSE TITLE :

COURSE DESCRIPTION:

Tuition Reimbursement Policy Information

1. The Board agrees to reimburse all permanent full-time employees for graduate level tuition up to \$450.00 per semester hour, for a maximum of six semester hours annually at accredited institutions.
2. Permanent part-time employees can receive prorated tuition assistance towards graduate level courses.
3. Summer course reimbursement requires a commitment to return the following year.
4. Tuition and mandatory fees are eligible for reimbursement. Ineligible expenses: costs covered by grants, scholarships, financial aid not requiring repayment from students, books, late fees, interest for delayed payments, other related miscellaneous fees. Continuing Education courses, as well as training or education necessary for an employee's continued employment, are not eligible for reimbursement.
5. Courses must align with the area of certification to be considered for approval.
6. Official transcripts must be submitted to the Business Office upon course completion.
7. It is understood that only one course per semester or quarter may be submitted for reimbursement during the normal school year.

I certify that with the approval of this request, I will not exceed 6 hours of reimbursement for this school year (July 1st to June 30th).

For Business Office Use Only:

Pre-Approval

Class Approved: Yes No

Eligible Amt: \$

Approval Date:

Post-Approval

Passed Class: Yes No

Reimbursement Amt: \$

Transcripts Received On: