

# Tuition Reimbursement

## How Does It Work?

Below you will find some answers to the most commonly asked questions regarding Tuition Reimbursement. Please feel free to add any additional questions you would like answered in the space provided at the bottom of the page and return it to Central Office.

Q. How do I get my courses approved?

A. *Submit the completed form which is available on our website along with your course description in duplicate to the Superintendent.*

Q. Which of my courses will qualify for reimbursement?

A. *Those courses approved by the Superintendent which fall within the same time frame as the contract in which the tuition reimbursement program became effective. In other words, this year your course will qualify if taken and completed between July 1, 2018 and June 30, 2019. To qualify for reimbursement all other requirements noted in the contract must be met.*

Q. If I submit my program for approval do I still need to submit each course?

A. *Yes!*

Q. Do online courses qualify for reimbursement?

A. *Yes, if you receive college credit for the course.*

Q. Will my printed grade from the schools online system qualify as my official grade?

A. *Yes! However the Superintendent reserves the right to request an official transcript.*

Q. What type of receipt is acceptable?

A. *An acceptable form of receipt is: a receipt from the school, the Bursar's office, a credit card receipt, or an online receipt. To qualify for reimbursement all other requirements noted in the contract must be met.*

Q. Is there a minimum grade I must get for the course to qualify for reimbursement?

A. *Yes, a grade of B- or better must be achieved.*

Q. When is my paperwork due?

A. *Paperwork is due June 1, 2019. If your class runs through June 30<sup>th</sup> please submit everything but the grade and the reimbursement for that class will be held until the final grade is submitted.*

Q. How does the reimbursement money get divided among all those who have applied and if I have successfully completed more than one course do I get reimbursed for each?

A. *The \$20,000 in the reimbursement account will be divided among the number of courses that have been approved and have met all the qualifications for reimbursement (according to the contract language). If you have taken 1, 2, 3 or more courses and all have met the criteria then each qualified course will be reimbursed.*

*The maximum amount reimbursed per course will not exceed \$1,000.*

*The amount reimbursed per course will be based on the number of approved courses taken by all applicants.*

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*Please submit your questions to Central Office attention Superintendent Thiery*