



Tuition Reimbursement Process For Staff

Information regarding the policy and procedures for Tuition Reimbursement can be found on page 38 in the Teachers Articles of Agreement and page 24 of the Support Staff Articles of Agreement.

The following steps should be followed when applying for tuition reimbursement:

1. A completed tuition reimbursement form should be submitted prior to the start of the course. The course must be pre-approved by the Assistant Superintendent for People and General Administration for an employee to be considered for reimbursement.
2. Human Resources will send a signed copy of the approval form to the requesting employee.
3. Upon course completion, employees will submit official transcripts to the Human Resources department. These can be mailed or electronically sent from the University. All electronic requests should be sent to HR@ucityschools.org.
4. In addition to transcripts, a receipt of payment for the courses for which reimbursement is requested must be submitted. The receipt of payment needs to be an official document with the university information on it. *All official transcripts and grades for pre-approved courses are due to Human Resources by September 15th of each school year.*
5. Human Resources will review all documents to ensure everything needed to process the request has been received. In the event that additional information is required, employees will be notified in ample time to be eligible for reimbursement for pre-approved courses.
6. Employees will receive reimbursement by October 31st of each school year.



Tuition Reimbursement Request/Authorization

To be eligible for reimbursement, approval must be obtained prior to course registration.

Name:		School Year:	
Location:		Staff Type:	

COURSE INFORMATION

University Name:					
Degree Type: Please select appropriate option	BA MA +15	BA+15 MA +45	MA Doctrate		
Course Title	Course #	Start Date MM/DD/YY	End Date MM/DD/YY	Number of Credit Hours	Cost Per Credit Hour (Do not include fees)
				Total Credit Hours:	Total Cost :

I acknowledge the following:

- I have read and understand the tuition reimbursement policy outlined in the Articles of Agreement.
- I must submit official transcripts and receipt of payment in order to be reimbursed for course (s).
- It is my responsibility to submit updated application if my courses change.
- I am guaranteed reimbursement for 6 credit hours per year. Any additional courses will be paid depending on funds available for a given year, with a maximum of 12 hours paid.
- I understand and agree that by applying for and accepting tuition reimbursement from the School District of University City in accordance with Article 4530 of the Articles of Agreement Pertaining to the Teaching Staff and Other Professional Staff, I will be required to repay an amount, up to and including the full amount of tuition reimbursement received, in the event that I separate from my employment with the District within one or two years of receiving this reimbursement. Specifically, if I separate from my employment within one year of receiving the reimbursement, I understand and agree that I must repay to the District 100% of the reimbursement received. If I separate from my employment within two years of receiving this reimbursement, I understand and agree that I must repay to the District 50% of the reimbursement received. Thus, I hereby authorize the School District of University City to deduct the full amount of the repayment owed at the time of my separation from employment from my final paycheck(s).

Employee signature: _____ Date: _____

<input type="checkbox"/>	Approved by Assistant Superintendent for People & General Administration:	Additional Information:
<input type="checkbox"/>	Not Approved by Assistant Superintendent for People & General Administration:	