

JEFFERSON LOCAL SCHOOLS EDUCATION REIMBURSEMENT PROCEDURES

The following information will assist employees who are interested in being reimbursed for college course expenses.

The Board of Education will reimburse up to \$150.00 per quarter hour or \$200.00 per semester hour provided the course work is within the employee's area of certification or in the field of education. The maximum amount of hours to be reimbursed to the total bargaining unit, for each fiscal year, is 250 quarter hours or 300 semester hours. Therefore, each employee is limited to six (6) courses per fiscal year. If funds are available, the Superintendent may at his discretion, authorize additional hours for an individual(s).

To be reimbursed for education expenses the following is required:

- 1) After registering for the course, complete a "College/University Reimbursement" form (#1185) with the appropriate information. This form can be obtained from the building secretary.
- 2) Attach a "College/University Reimbursement" form to a completed requisition and send to the Treasurer's office. The Treasurer and Superintendent will 'review and approve', based on the guidelines outlined above. If approved, a purchase order will be issued, funds will be encumbered, and the form will be stamped "*Approved*" and sent back to the employee. If not approved, the employee will be notified.

The reimbursement form and requisition must be approved before the class begins.

- 3) After completing the course, and "Educational Reimbursement Request" form (#ER192) must be completed by the employee and returned to the Treasurer's office. Proof of tuition payment (canceled check, credit card statement, or official university receipt) must accompany this form. In addition, an official grade report from the college/university must be sent to the Treasurer's office before reimbursement for expenses can be made.

When the required information has been received by the Treasurer's office, the employee will be reimbursed for the allowed expenses. Payments to employees must coincide with our regular weekly bill payment cycle (every Thursday, if possible). If you have any questions, please call the Treasurer's office at 879-7654.

**COLLEGE/UNIVERSITY REIMBURSEMENT (CR1185)
(EFFECTIVE 7/1/2007)**

The Jefferson Local Board of Education shall pay \$150.00 per quarter hour or \$200.00 per semester hour provided the course work is within the bargaining unit member's area of certification or in the field of education up to a maximum of the bargaining unit of 250 quarter hours or 300 semester hours. The total hours allotted for the year will be divided equally among each quarter: Fall, Winter, Spring and Summer. Hours not utilized in fall, winter and spring will accumulate and will be applied to the number of hours allotted for summer studies. Each bargaining unit member is limited to six (6) courses per year. The Superintendent may, at his/her discretion, authorize additional hours for a bargaining unit member(s).

Please use one (1) tuition form per college course. You may use one (1) requisition for all college courses if the tuition forms are submitted for approval at the same time.

I, _____, hereby request to be considered for
reimbursement for college/university expenses incurred during the _____
of the _____ school year at _____
(college/university)

Name of course and number _____

Field of Education: Yes _____ No _____ Qtr. Hrs. _____ Sem.Hrs. _____

Date Class Starts _____

Area of Certification _____

Reimbursement: Approved _____ Disapproved* _____

*Reason _____

Date of Request _____

Superintendent's Signature

FOR OFFICE USE ONLY:

P.O. # _____

College/University _____ Quarter _____

Total Hours Earned: Semester _____ Quarter _____

Date Grades Received _____

Total Amount Reimbursed _____ on _____
(amount) (date)