JEFFERSON LOCAL SCHOOLS
EDUCATION REIMBURSEMENT

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, this form must be received for approval at least 2 weeks **PRIOR TO START OF COURSE:**

SECTION I: REQUEST

Name _____

Position _____ Building _____

Course Name _____ Course # _____

College Attending _____ Semester Credit Hours _____

Class Start Date _____ Class End Date _____ Tuition Cost **$**_____

Reason for Taking Course _____

_____ I have completed a requisition form signed by Principal to send to Assistant Treasurer with this request

The Superintendent will review and approve, based on the guidelines outlined above. If approved, a purchase order will be issued and the form will be stamped "Approved". The form will be sent back to you. You will receive the purchase order through your school e-mail. If not approved, the employee will be notified.

_____ _____
Employee Signature/Date Principal Signature/Date

SEND COMPLETED FORM AND REQUISITION TO ASSISTANT TREASURER

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SECTION II: APPROVAL

_____ APPROVED _____ *DISAPPROVED *REASON _____

_____ _____
Superintendent Signature Purchase Order #

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SECTION III: COMPLETION OF COURSE

_____ I have successfully completed the above listed course.

_____ I have included a tuition receipt/or copy of check front and back/or bank statement

_____ I have included my official grade

_____ **$**_____
Employee Signature/Date Amount to be Reimbursed

SEND COMPLETED FORM TO ASSISTANT TREASURER

(Revised 7/1/2022)