

HURON CITY SCHOOL DISTRICT
HURON, OH
APPLICATION FOR PRIOR APPROVAL OF COURSEWORK

NAME: _____ DATE: _____

CURRENT ASSIGNMENT: _____

AREAS OF CERTIFICATION: _____

REGISTRATION DATE: _____

COURSE: _____ FEE: _____

PLEASE CHECK ANY THAT APPLY:

_____ This is a graduate level course

_____ This is an undergraduate level course which is part of my graduate degree program.

_____ This course is in the area of my current teaching assignment.

_____ This course is recognized in an educational degree program.

FURTHER INFORMATION MAY BE REQUESTED.

AMOUNT PREVIOUSLY APPROVED FOR REIMBURSEMENT:

_____ First Semester

_____ Second Semester

SIGNATURE _____ DATE: _____

FOR OFFICE USE ONLY:

Date of application: _____

Conditional approval _____ Amount: _____
(Superintendent's Signature)

See reverse side for conditions

REVISED 3/29/99

ARTICLE XVI -- EDUCATIONAL DEVELOPMENT

SECTION 16.01 TUITION REIMBURSEMENT

A tuition reimbursement plan will continue with this contract. The eligibility criteria are as follows:

- A. All course work must receive prior approval of the Superintendent/designee.
- B. The Board will allocate the sum of Forty-Five Thousand Dollars (\$45,000) to be used for tuition reimbursement.
- C. Any course work taken will be at the graduate level, in an educational degree program that is needed for certification/licensure or renewal of certification/licensure. A letter grade of "B" or better or a "pass/satisfactory" will be required in the course to receive reimbursement. The Superintendent may approve an under-graduate level course(s) that is/are a part of a graduate degree program for reimbursement or to attain knowledge in an area of District need that is determined by the Superintendent.
- D. All course work approved shall be reimbursed for the school year by September 15. Payment shall be for courses taken between September 1 and August 30 of each year. The Treasurer shall require an official documentation and tuition receipt for the course taken. All tuition expenses for eligible courses shall be totaled and payment shall be made as follows:
 1. A cap of One Thousand Four Hundred Dollars (\$1,400) per teacher per year shall be established, not to exceed actual tuition expense.
 2. If the total of Forty-Five Thousand Dollars (\$45,000) allocated for tuition reimbursement has not been exceeded for the school year, payment toward full tuition expenses, in excess of the One Thousand Four Hundred Dollars (\$1,400) cap, shall be made to each eligible teacher on a pro-rated basis, not to exceed actual tuition expense.
 3. If the total amount allocated for tuition reimbursement has been exceeded, then each eligible teacher shall be reimbursed in an amount prorated upon the amount of funds available, not to exceed actual tuition expense.